

NEW CARLISLE - OLIVE TOWNSHIP PUBLIC LIBRARY
REGULAR MONTHLY BUSINESS MEETING

Tuesday, January 19, 2021

6:35 P.M.

AGENDA

CALL TO ORDER

The meeting was called to order at 6:37 p.m. by President Tara White.

PRESENT

Tara White, President
Mindie Colanese, Vice President (via phone)
Terry Bailey, Treasurer
Casey Gumm, Secretary
Adam Podell, Member
Jen Maure, Member
Stephanie Murphy, Director
Amy Schrock, Assistant Director
Wendy Arndt, Administrative Assistant

ABSENT

Brad Ellett, Member

CONSENT AGENDA

- APPROVAL OF MINUTES
- STATISTICS
- DEPARTMENT REPORTS
- PAYMENT OF CLAIMS

Casey Gumm made a motion to approve the Consent Agenda. Terry Bailey seconded the motion. Tara White, Mindie Colanese, Terry Bailey, Casey Gumm and Jen Maure all carried the motion with an eye in a roll call vote. Adam Podell abstained from the vote.

REPORTS

- DIRECTOR'S REPORT

Director Stephanie Murphy reported that when DLGF updated the levying/budgeting software in Gateway last year there were a number of glitches. Unfortunately, one of those glitches affected the Library. Everything for the Library's 2021 budget was entered correctly. The glitch occurred on Form 4. The glitch did not pull our operating budget number and left a zero in its place. The glitch provided us our operating levy (our income), but not our budget (our ability to spend that income). The DLGF did not permit us to simply submit a corrected Form 4. Paige and Stephanie met with the Chief Deputy Auditor for the County, John Murphy, and explained the situation to him. We provided him with the necessary documentation and will be attending the County Council committee meeting. Stephanie will attend the Council's Public Hearing and the meeting with the Board of Commissioners as we work our way through the process. In December, we completed the annual employee evaluation process. Stephanie attended the ILF Director's meeting with Dr. Jennifer Sullivan, Secretary of the Indiana Family and Social Services Administration. She offered the opportunity for libraries to partner with them to get Hoosiers scheduled for the Covid-19 vaccine. The call center provided training to libraries. Our staff is working on that training. We had a number of staff members out for quarantine over the last month, but everyone is back and have healthy families.

- FINANCIAL REPORT

Amy Schrock reported that this weekend she will be working in Gateway to submit the Annual Financial Report.

UNFINISHED BUSINESS

NEW BUSINESS

1. Terry Bailey made a motion to approve the Resolution to Close the BIRF Fund (for the lease on the original building). Casey Gumm seconded the motion. Tara White, Mindie

- Colanese, Terry Bailey, Casey Gumm, Adam Podell, and Jen Maure all carried the motion with an aye in a roll call vote.
2. Review of Board Bylaws. Tabled until next month.
 3. Terry Bailey made a motion to approve the Resolution to Cancel Old Outstanding Checks. Adam Podell seconded the motion. Tara White, Mindie Colanese, Terry Bailey, Casey Gumm, Adam Podell, and Jen Maure all carried the motion with an aye in a roll call vote.
 4. Casey Gumm made a motion to approve the waving of the Print Fees for tax forms. Jen Maure seconded the motion. Tara White, Mindie Colanese, Terry Bailey, Casey Gumm, Adam Podell, and Jen Maure all carried the motion with an aye in a roll call vote.

PUBLIC COMMENTS

No public was present.

OTHER BUSINESS

ADJOURNMENT

Terry Bailey made a motion to adjourn the meeting. Mindie Colanese seconded the motion. Tara White, Mindie Colanese, Terry Bailey, Casey Gumm, Adam Podell, and Jen Maure all carried the motion with an aye in a roll call vote. Meeting adjourned at 7:08 p.m.



President



Secretary