

NEW CARLISLE - OLIVE TOWNSHIP PUBLIC LIBRARY  
REGULAR MONTHLY BUSINESS MEETING  
Tuesday, July 20, 2021  
6:30 P.M.

**AGENDA**

**CALL TO ORDER**

The meeting was called to order at 6:30 p.m. by President Tara White.

**PRESENT**

Tara White, President  
Mindie Colanese, Vice President  
Terry Bailey, Treasurer  
Casey Gumm, Secretary  
Adam Podell, Member  
Jennifer 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

Terry Bailey made a motion to approve the Consent Agenda. Jennifer Maure seconded the motion. Motion carried.

**REPORTS**

- DIRECTOR'S REPORT

Director Stephanie Murphy shared that we hired a new Outreach Assistant, Erin Donaldson, who comes to us with over eight years of library experience. She will be participating in the Farmer's Market beginning in August, looking for ways to reconnect with nursing homes and creating volunteer opportunities. The landscapers have begun to provide the maintenance outlined in the contract. They've contracted with Cardno to do the maintenance. The State Board of Accounts continues to update their requirements for accounting. Stephanie updated the Internal Controls Policy. The maximum levy growth quotient for the 2022 budget was released and is 4.3%, which is the amount we are allowed to grow our budget. In our June tax draw, we received \$416,854.96, which is 57% of our post circuit breaker levy. This is a typical June disbursement. The Long Range Plan committee (Amy, Casey, Jen, and Stephanie) meet to look at the survey responses. Three out of the four big picture service priorities didn't substantially change from the current plan. One big picture priority did change: to prioritize diversity, equity, and inclusion in our collections, services, and programs. Stephanie attended a number of meetings, including our first in person regional director meeting since pre-Covid.

- FINANCIAL REPORT

Amy Schrock went over the next Quarterly Financial Report. There were no questions.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

1. Mindie Colanese made a motion to approve the Resolution to Join the E-rate Consortium. Casey Gumm seconded the motion. Motion carried.
2. Adam Podell made a motion to approve the updated Capital Asset Policy. Terry Bailey seconded the motion. Motion carried.

3. Terry Bailey made a motion to approve the updated Internal Controls Policy. Jennifer Maure seconded the motion. Motion carried.
4. Mindie Colanese made a motion to approve the one time wage adjustment for all staff, except the Director. The adjustment is calculated at 2% of actual earnings between July 1, 2020 and June 30, 2021 and would not increase current pay rates. Terry Bailey seconded the motion. Motion carried.
5. Terry Bailey made a motion to approve the Covid Protocol changes to make the Meeting Rooms at 100% capacity and masks optional for staff while the county is in Blue. Staff will have to wear masks in public areas when the county is in Yellow. Other protocols from June and July will remain the same. This is effective 8/1/2021 until 10/31/2021. Casey Gumm seconded the motion. Motion carried.
6. Jennifer Maure made a motion that the Director could seek and hire professional services to deal with the HVAC problems. Adam Podell seconded the motion. Motion carried.

### **PUBLIC COMMENTS**

No public was present.

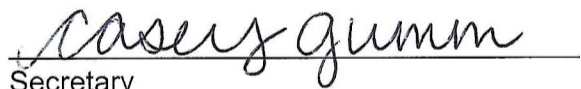
### **OTHER BUSINESS**

None.

### **ADJOURNMENT**

Terry Bailey made a motion to adjourn the meeting. Mindie Colanese seconded the motion. Motion carried. Meeting adjourned at 7:02 p.m.

  
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President

  
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Secretary