

NEW CARLISLE - OLIVE TOWNSHIP PUBLIC LIBRARY  
REGULAR MONTHLY BUSINESS MEETING  
Tuesday, November 9, 2021  
6:30 P.M.

**AGENDA**

**CALL TO ORDER**

The meeting was called to order at 6:34 p.m. by Vice President Mindie Colanese.

**PRESENT**

Mindie Colanese, Vice President  
Terry Bailey, Treasurer  
Jennifer Maure, Member  
Brad Ellett, Member  
Stephanie Murphy, Director  
Wendy Arndt, Administrative Assistant

**ABSENT**

Tara White, President  
Casey Gumm, Secretary  
Adam Podell, Member

**CONSENT AGENDA**

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

Brad Ellett made a motion to approve the Consent Agenda. Terry Bailey seconded the motion. Motion carried.

**REPORTS**

- DIRECTOR'S REPORT

Director Stephanie Murphy reported that it's been a busy couple of weeks. We've had a resignation, a staff person out on sick leave, one out on bereavement, and one on medical leave. The staff has been flexible and has worked together to cover the floor and serve the patrons. We got our health insurance renewal this year and it came in at a 23% increase over last year's rates. This would put us over the budget allotment for next year. Amy and Stephanie worked on several options. Stephanie spent a lot of time, with Amy's help, working on the Cash Flow Projections. The projections show that we can afford the proposed wages and salary schedule, the chillers, and the controls, while still maintaining a healthy cash balance. We are still in the audit process. It should be wrapped up by the end of the year. Most of our statistics for visits and circulation were up again this month. DLZ sent out the request for quotes on the boiler last Friday. Stephanie continues to work on the Indiana Library Federation Board. Stephanie will be attending the ILF conference next week and presenting on a Library of Things panel. Stephanie agreed to continue as Secretary of the New Carlisle Business and Community Association for 2022.

- FINANCIAL REPORT

Amy Schrock was absent on medical leave. No questions were asked regarding the financials.

- LONG RANGE PLAN REPORT

Stephanie Murphy presented a Cash Flow Report for 2021 - 2025.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

1. Jennifer Maure made a motion to approve Phase 1.2 of the DLZ Proposal for the HVAC system and to have DLZ move forward with facilitating the bid on the chillers. Brad Ellett seconded the motion. Motion carried.
2. Terry Bailey made a motion to approve the recommended Option 2, Anthem Gold Blue Access 69YP, for the Health Insurance. Jennifer Maure seconded the motion. Motion carried.

3. Brad Ellett made a motion to approve the recommended 2022 Wages and Salaries increase. Terry Bailey seconded the motion. Motion carried.

2022 Proposed
Director (Exempt) - \$2,346-\$2,769 bi-weekly
Asst. Dir. (Exempt) - \$1,769-\$2,039 bi-weekly
Professional (Exempt) - \$1461.50-\$1,654 bi-weekly
Paraprofessional (non-Exempt) -\$14-\$18
Clerk (Non-exempt) – \$9.50-\$13
Custodian (Non-exempt) - \$10-\$14.50
Maintenance (Non-exempt) – \$15-\$17

2022 Wage Increase 3% across the board pay increase, excluding:

1. staff hired after June 30 of 2021
  2. staff on a performance improvement plan
  3. staff at the top of the wage range
  4. the Director
4. Jennifer Maure made a motion to approve a 3% increase for the Salary of Director. Brad Ellett seconded the motion. Motion carried.
5. Terry Bailey made a motion to approve the 2022 Closed Days. Jennifer Maure seconded the motion. Motion carried.
6. Brad Ellett made a motion to approve the Resolution to Establish an American Rescue Plan Act Grant Fund. Jennifer Maure seconded the motion. Motion carried.

#### **PUBLIC COMMENTS**

No public was present.

#### **OTHER BUSINESS**

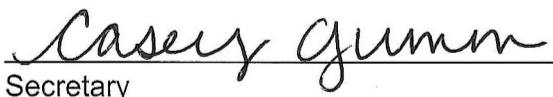
Next month is Officer elections.

#### **ADJOURNMENT**

Brad Ellett made a motion to adjourn the meeting. Terry Bailey seconded the motion. Motion carried. Meeting adjourned at 7:05 p.m.



President



Secretary