

NEW CARLISLE - OLIVE TOWNSHIP PUBLIC LIBRARY
REGULAR MONTHLY BUSINESS MEETING
Tuesday, August 16, 2022
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
Heather Vann, Member
Jennifer Maure, Member
Amy Schrock, Interim Director
Wendy Arndt, Administrative Assistant
Christiana Nixon, Programming Assistant
Roanna Hooton, Adult Services Coordinator

ABSENT

Brad Ellett, Member

CONSENT AGENDA

- APPROVAL OF MINUTES
 - July 19, 2022 Regular Board Meeting
 - August 4, 2022 Executive Session
 - August 8, 2022 Executive Session
- STATISTICS
- DEPARTMENT REPORTS
- PAYMENT OF CLAIMS

Mindie Colanese made a motion to approve the Consent Agenda. Jennifer Maure seconded the motion. Motion carried.

REPORTS

- INTERIM DIRECTOR'S REPORT

Interim Director Amy Schrock reported that work on the 2023 budget continues. Baker Tilly is reviewing our budget. Amy reported that she met with our DLGF representative on August 15. The Director search committee, Amy and Sarah participated in the second round of interviews. Out of the interviews came the question of tuition reimbursement. Amy created a resolution and policy to address that question. The staff in-service went well. We spent the morning with Trudy Menke learning how to become a better team member. Roanna led us in a DEI book discussion. We participated in some team building activities. Amy met with John Kersey from The Healy Group to review our Commercial Policy renewal. We will also be getting a quote for Employment Practices Liability Insurance.

- SUMMER READING REPORT

Christi Nixon reported on the Summer Reading Program. There was an increase in participation from 2021. Many children, teens, and adults attended the various Summer Reading programs including the Crazy 8's Math Club, Camp Cooking Club, Manga Club, Measner Magic Show, Read to Bandit the horse, Camp NCPL, Mario Kart Tournament, Book Club and the Cricut Etching Coaster program. A lot of hard work went into the planning and execution of these programs and it paid off by the great participation we had throughout the summer.

- FINANCIAL REPORT

No questions were asked.

UNFINISHED BUSINESS

None.

NEW BUSINESS

1. Terry Bailey made a motion to hire Roanna Hooton as the new Director, starting on September 19, 2022 with a starting salary of \$2,346.00 bi-weekly . Mindie Colanese seconded the motion. Motion carried.
2. Casey Gumm made a motion to have Amy Schrock remain as Interim Director until September 19, 2022 to help facilitate the transition of Roanna Hooton into the Director Position and to allow time to hire her replacement. Jennifer Maure seconded the motion. Motion carried.
3. Terry Bailey made a motion to approve the Resolution to Reimburse Employee's Tuition Expenses for 50% of tuition costs, not to exceed \$750 per semester for courses related to the employee's current position or which would enable the employee to advance to a higher position within the library. Heather Vann seconded the motion. Motion carried.
4. Casey Gumm made a motion to approve the Policy for Tuition Reimbursement. Mindie Colanese seconded the motion. Motion carried.
5. Mindie Colanese made a motion to approve the Resolution to Transfer Funds Within the Library Operating Fund Major Category by transferring \$2,400.00 from Personal Services Employer's Portion of Withholdings and to Create a New Line to Personal Services, Tuition Reimbursement, and Transfer \$2,400.00 to that New Line. Jennifer Maure seconded the motion. Motion carried.
6. Amy Schrock held a discussion on the Annual Budget. Mindie Colanese asked if the Library would potentially use the Broadband Internet being installed in town. Amy stated that the Library would look into that possibility, but that we already receive a 70% savings on our internet through ENA.
7. Jennier Maure made a motion to approve the Insurance Renewal with The Healy Group for \$11,194.00, at an increase of \$557. Mindie Colanese seconded the motion. Motion carried.
8. Casey Gumm made a motion to approve the purchase of three 4-compartment Mobile Browser Boxes for our Picture Book Collection for \$6,575.00 from Demco. Heather Vann seconded the motion. Motion carried.

PUBLIC COMMENTS

No public was present.

OTHER BUSINESS

None.

ADJOURNMENT

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



President



Secretary