

NEW CARLISLE - OLIVE TOWNSHIP PUBLIC LIBRARY  
REGULAR MONTHLY BUSINESS MEETING  
Tuesday, October 18, 2022  
6:30 P.M.

**AGENDA**

**CALL TO ORDER**

The meeting was called to order at 6:40 p.m. by Vice President Mindie Colanese.

**PRESENT**

Mindie Colanese, Vice President  
Terry Bailey, Treasurer  
Jennifer Maure, Member  
Heather Vann, Member  
Roanna Hooton, Director  
Amy Schrock, Assistant Director  
Wendy Arndt, Adult Service Coordinator

**ABSENT**

Tara White, President  
Casey Gumm, Secretary  
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 Roanna Hooton reported that September tied with June for the highest door count of the year. Student cards went out to Olive earlier this month. We hired Wendy Arndt as the new Adult Service Coordinator. Wendy will still be cataloging until her old position is filled. Roanna stated that with all the changes that have been happening in the library, that her focus for the library has been to find balance. Roanna's goal is that this focus will balance the workload for everyone. Roanna has been working on making changes to the weekend schedules of 2023, creating a balanced schedule for all managers on duty for weekend rotations, on-call, and programming. We want to find a balance between programming and what is happening in the library daily.

- FINANCIAL REPORT

Amy Schrock handed out the 3rd Quarterly Financial Report in addition to the regular Financial Report. No questions were asked.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

1. Jennifer Maure made a motion to approve the Resolution for Appropriation and Tax Rates for the 2023 Budget (Budget Form 4). Heather Vann seconded the motion. Motion carried.
2. Terry Bailey made a motion to approve the 2023 Wage and Salary Schedule effectively immediately. Jennifer Maure seconded the motion. Motion carried.
3. Jennifer Maure made a motion to approve the 3% across the board pay increase in January 2023, excluding 1) Staff hired or began a new position after June 30, 2022 2) Staff on a performance improvement plan 3) Staff at the top of the pay range. Heather Vann seconded the motion. Motion carried. The board will consider a 2% one-time wage adjustment in July 2023 depending on budget health.

4. Heather Vann made a motion to approve a \$1 per hour increase in pay for current clerks effective immediately. Terry Bailey seconded the motion. Motion carried.
5. Terry Bailey made a motion to approve the Library Technician 2 position and to eliminate the Full Time Clerk position and the Part Time Bookkeeper/Cataloger position effective immediately. Heather Vann seconded the motion. Motion carried.
6. The Board tabled the vote on the Security System until the 11/15/2022 Board Meeting allowing staff more time to obtain information and a second quote.

**PUBLIC COMMENTS**

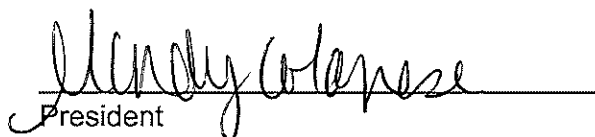
No public was present.

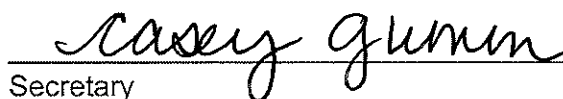
**OTHER BUSINESS**

None.

**ADJOURNMENT**

Heather Vann made a motion to adjourn the meeting. Terry Bailey seconded the motion. Motion carried. Meeting adjourned at 7:18 p.m.

  
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President

  
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Secretary