

NEW CARLISLE - OLIVE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY BUSINESS MEETING
408 S. Bray St. Meeting Room
Tuesday, January 17, 2023
6:30 P.M.

AGENDA

CALL TO ORDER

The meeting was called to order at 6:32 p.m. by President Casey Gumm

PRESENT

Casey Gumm, President
Mindie Colanese, Vice President
Heather Vann, Secretary
Terry Bailey, Treasurer
Jennifer Maure, Member
April Rowe, Member
Roanna Hooton, Director
Amy Schrock, Assistant Director
Skye Smith, Library Technician 2

ABSENT

CONSENT AGENDA

- APPROVAL OF MINUTES-December 20, 2022, Regular Board Meeting
- STATISTICS
- DEPARTMENT REPORTS
- PAYMENT OF CLAIMS

Mindie Colanese made a motion to approve the consent agenda. Jennifer Maure seconded the motion. Motion carried.

REPORTS

- DIRECTOR'S REPORT

Director Roanna Hooton reported that our Healthy Living Senior Series has been going well. These classes were made possible through a grant from the Community Foundation of St. Joseph County. We are working on ways to continue these classes after the grant is completed. We introduced two Nintendo Switch gaming consoles to the Kids and Teen Departments. Winter reading will go through the month of January. We have about 70 patrons participating in the Beanstack app and paper trackers went home with all of the Olive Students before their winter

break. We hope those students turn those paper trackers in. The long range plan had goals of 10% increase in program attendance and 5% increase in annual visits in 2022 compared to 2021. Annual visits increased by 31% and program attendance increased by 266%. 2021 was still impacted by Covid. We expect in 2023 we will see growth in the 5-10% range instead of these huge differences. The 2023 Long Range Plan includes an Adult diversity audit, which will be done similar to how we did the Children's department audit. We are looking to add wellness kits to our Library of Things, starting with blood pressure kits. Roanna would like to work with the Food Pantry in being a donation site by getting some permanent donation boxes in the library. Some of our blog and Facebook posts have been sent out as email blasts. This has been successful with an open rate of 42%. All staff had their year-end reviews. The format of reviews was changed to be more of a dialogue about what is working well and what they would like to see changed or need help with. All staff will be taking video training on mental health. We are getting quotes for some landscaping work that needs to be done this spring. Both gardens need more rock on either side of the sidewalks and there are two dead trees that need to be replaced.

- FINANCIAL REPORT

No questions were asked.

UNFINISHED BUSINESS

None.

NEW BUSINESS

1. No new information on the control panels for the HVAC was available. Tabled until updated information can be obtained from vendors.
2. Mindie Colanese made a motion to approve the Resolution for Cancellation of Old Outstanding Checks. Terry Bailey seconded the motion. Motion carried.
3. Jennifer Maure made a motion to approve the Internal Control Affidavit. Heather Vann seconded the motion. Motion carried.
4. Terry Bailey made a motion to approve the Circulation, Fines and Fees policy. Mindie Colanese seconded the motion. Motion carried.
Heather Vann made a motion to approve the Internal Controls Policy. Mindie Colanese seconded the motion. Motion carried.
Jennifer Maure made a motion to approve the Creative Space Policy. Mindie Colanese seconded the motion. Motion carried.
Heather Vann made a motion to approve the Local History Room Policy. Terry Bailey seconded the motion. Motion carried.

PUBLIC COMMENTS

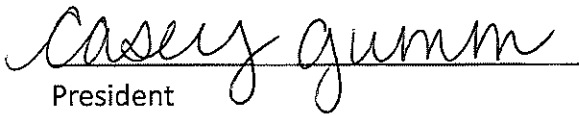
No public was present.

OTHER BUSINESS

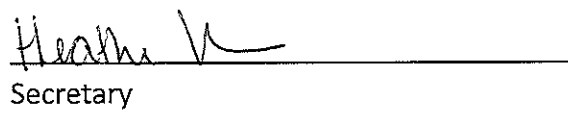
None.

ADJOURNMENT

Mindie Colanese made a motion to adjourn the meeting. Jennifer Maure seconded the motion.
Motion carried. Meeting adjourned at 6:59 p.m.



President



Secretary