

**NEW CARLSLE - OLIVE TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MONTHLY BUSINESS MEETING**

408 S. Bray St. Meeting Room  
Tuesday, May 21, 2024  
6:30 P.M.

**CALL TO ORDER**

The meeting was called to order at 6:30 p.m. by Board President Casey Gumm

**PRESENT**

Casey Gumm, President  
Heather Vann, Secretary  
Terry Bailey, Treasurer  
Jessica VanWanzele, Member  
Kristen Madren, Member  
Roanna Hooton, Director  
Wendy Arndt, Adult Service Coordinator  
Sarah Audiss, Youth Service Coordinator

**ABSENT**

Mindie Colanese, Vice President  
Jennifer Maure, Member

**CONSENT AGENDA**

- APPROVAL OF MINUTES – April 16, 2024 Regular Board Meeting
- STATISTICS
- DEPARTMENT REPORTS
- PAYMENT OF CLAIMS

Terry Bailey made a motion to approve the consent agenda. Kristen Madren seconded the motion. Motion carried.

**REPORTS**

- DIRECTOR'S REPORT

Director Roanna Hooton gave an update on the HVAC system. One of the new pumps was installed. The second pump was defective, and they are ordering a new one. The fan coils have arrived and will be replaced next week. The system works as designed, but we will monitor the humidity levels this summer. Provision will be here next week to install the electronic door to the Exploration Garden. The past month was very busy, hosting author Helen Frost and welcoming the South Bend Symphony to Go Brass Quintet. We invited various classes from Olive to these programs, and the kids did great. We also had our awards ceremony for the Adventures in Indiana Comic Strip winners. Our Vice President, Mindie Colanese, from 1st Source, gave out the prizes. While there weren't many entries, the ones that we received were very good. Sarah is hosting all Olive classes during the last two school weeks in May to talk about Summer Reading. Christi, Wendy, and Roanna participated in the Community and Career Fair at the New Prairie Middle School. So many kids and families visited our booth, and we enjoyed the great opportunity to promote the library within our community. The Seed Library ran out of seeds in about a week and a half. In the fall, we will have fewer kinds of seeds but more packets of each kind. The Friends of the Library hosted their Spring Book Sale and raised over \$2,000. The Friends and staff did an amazing job setting up, running, and tearing down the sale. Casey Gumm asked if there would be a way for people to use their credit cards at book sales instead of just at cash and Venmo. She wondered if that might increase sales. Roanna stated that she would bring that up to the Friends. The staff attended the ILF Regional Conference on May 3 in place of our staff in-service day this year at the St. Joseph County Public Library. Everyone seemed to enjoy going to this event and learned many new things.

- FINANCIAL REPORT

No questions were asked.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

1. Policies

- a. Heather Vann motioned to approve the Capital Assets Policy with just a few grammatical changes from the previous policy. Terry Bailey seconded the motion. Motion carried.
- b. Terry Bailey motioned to approve the Code of Conduct Policy with no changes from the previous policy. Kristen Madren seconded the motion. Motion carried.
- c. Kristen Madren motioned to approve the Art Displays Policy with no changes from the previous policy. Heather Vann seconded the motion. Motion carried.
- d. Heather Vann motioned to approve the Personnel Policy with section 9.7 Family and Medical Leave changes. Kristen Madren seconded the motion. Motion carried.

2. Jessica VanWanzeele motioned to approve the Materiality Resolution without changes. Terry Bailey seconded the motion. Motion carried.

3. Sarah Audiss gave a Youth Services presentation. Sarah has been the Youth Service Coordinator since 2014. Sarah spoke about all the different jobs she does as the Youth Service Coordinator. She spoke about Readiness Kits and Summer Reading. Roanna Hooton stated that Sarah is easily the best children's librarian in the area. Casey Gumm wanted to know if we have publicly given thanks to Meyer's Ice Cream shop for their donation of ice cream coupons, which we do on social media. Jessica VanWanzeele suggested that we thank Meyer's in the Community Snapshot. Everyone thought that was a great idea.

**PUBLIC COMMENTS**

None.

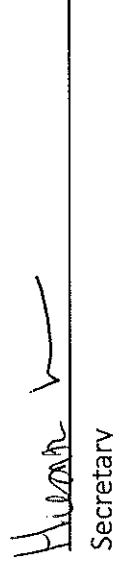
**OTHER BUSINESS**

None.

**ADJOURNMENT**

Kristen Madren made a motion to adjourn the meeting. Heather Vann seconded the motion. Motion carried. The meeting adjourned at 7:13 p.m.

  
President

  
Secretary