

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

408 S. Bray St.

Tuesday, September 17, 2024

Immediately following the 6:30 p.m Public Hearing Budget 2024

CALL TO ORDER

The meeting was called to order at 6:34 p.m. by Board President Casey Gumm

PRESENT

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

ABSENT

Jennifer Maure, Member

CONSENT AGENDA

- APPROVAL OF MINUTES – August 20, 2024 Regular Board Meeting
- STATISTICS
- DEPARTMENT REPORTS
- PAYMENT OF CLAIMS
- BOND PAYMENT

Terry Bailey made a motion to approve the consent agenda. Mindie Colanese seconded the motion. Motion carried.

REPORTS

- DIRECTOR'S REPORT

Director Roanna Hooton gave a brief overview of the 2025 budget to explain some of the reasons for the changes from 2024. Cleveland Cliffs can not commit to funding for next year. We may still be able to work with them but the budget was adjusted to still be able to cover program costs without their funding.

Roanna explained that all libraries have databases that are free for the public to use. Here at the library, we have INSPIRE, Ancestry and Newsbank. Ancestry and Newsbank have both had an increase in usage this year. We shared in a past meeting that SRCS will no longer be used for Inter-Library loans. We will still get materials for patrons using SHARE, a program run by the State Library, or by purchasing.

The chiller was down for a few days this past month due to cottonwood clogging the screens. Board member Mindie Colanese asked if cleaning the screens was something staff could do. Ideal has recommended against library staff doing it. Roanna will be working with Ideal to change the service agreement to include regular cleaning of the screens to prevent this issue in the future.

The Community Gifting event, hosted by the group Community Gifting in New Carlisle, will take place here at the Library in December. They had 100 kids participate last year. We will also be hosting the October New Carlisle Business and Community Association meeting here. Roanna will talk about the community calendar and the databases. Roanna is also currently working through the process of becoming a board member for Hamilton Grove.

Roanna attended the Historic New Carlisle meeting. Library staff will be helping at the Christmas in New Carlisle event by hosting the craft table inside Historic New Carlisle. Staff will also be in the lighted Christmas parade. Board President Casey Gumm mentioned that she likes how much the library partners with Historic New Carlisle.

Director Roanna Hooton shared that the library is a sponsor of New Prairie Football through Broadcastsports.net again this year. Roanna met with a teacher at the high school about taking on Project ADAM. This project was launched to get systems into place in communities across the country to offer the best chance of survival for people who suffer Sudden Cardiac Arrest. This includes training all staff in CPR. We would be the first library in Indiana to be a heart safe place.

- FINANCIAL REPORT

No questions asked.

UNFINISHED BUSINESS

None.

NEW BUSINESS

1. Mindie Colanese made a motion to approve the 2025 Wages and Salary schedule. Terry Bailey seconded the motion. Motion carried.

	2024 Approved	2025 Proposed
Director (Exempt)	\$2,571-\$2,994 bi-weekly	\$2,622.42-\$3,053.88 bi-weekly
Assistant Director (Exempt)	\$1,994-\$2,264 bi-weekly	\$2,033.88-\$2,309.28 bi-weekly
Professional (Non-Exempt)*	\$1,688-\$1,879 bi-weekly	\$22.96-\$25.55 hourly
Paraprofessional (Non-Exempt)	\$17.00-\$21.00 hourly	\$17.34-\$21.42 hourly
Clerk (Non-Exempt)	\$13.00-\$16.00 hourly	\$13.26-\$16.32 hourly
Custodian 1 & 2 (Non-Exempt)	\$14.00-\$17.00 hourly	\$14.28-\$17.34 hourly

- Increase the salary schedule wage range by 2%, half the 2025 Maximum Levy Growth Quotient (MLGQ) of 4%.
- Increase wages by 3%, excluding those at the top of their wage range or hired after June 30, 2024.

2. Director Roanna Hooton shared the new Incident Response Procedures that she and the other Administration staff created. Roanna felt we needed more consistency among staff when dealing with problems in the Library. The new guidelines allow staff, mainly managers, to make decisions in the moment following simple guidelines. An incident report will be filled out and a meeting with the Administration team and manager will happen the next day to determine if any follow up is required.

Board President Casey Gumm asked if we keep records of these instances. Roanna shared that we do keep records of this, any responses to the incident report go into a spreadsheet. Both President Casey Gumm and Treasurer Terry Bailey expressed their support.

PUBLIC COMMENTS

None.

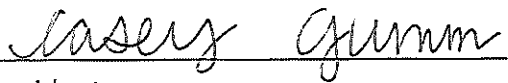
OTHER BUSINESS

None.

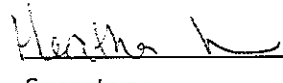
ADJOURNMENT

Terry Bailey made a motion to adjourn the meeting. Mindie Colanese seconded the motion.

Motion carried. The meeting adjourned at 7:09 p.m.



President



Secretary