

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

408 S. Bray St.

Tuesday, October 22, 2024

Immediately following Budget Adoption Meeting

CALL TO ORDER

The meeting was called to order at 6:33 p.m. by Board President Casey Gumm

PRESENT

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

ABSENT

Kristen Madren, Member

CONSENT AGENDA

- APPROVAL OF MINUTES – September 17, 2024 Regular Board Meeting
- STATISTICS
- DEPARTMENT REPORTS
- PAYMENT OF CLAIMS

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

REPORTS

- DIRECTOR'S REPORT

Director Roanna Hooton reported that Library staff will be helping with set-up/clean-up at the Friends of the Library Fall Book Sale. This is an important event for us as it supplies funds for programs, toys and giveaways. Roanna and Wendy Arndt visited another library to get an overview of the Evergreen Integrated Library System. After presenting information to the managers, we have decided to stay with our current system.

Roanna was made aware of an Amazon grant for St. Joseph County. The admin team submitted a grant proposal for a storywalk for \$8,500. The storywalk would focus on native plants and science and have QR codes for other resources. Roanna also shared that she is helping the local food pantry write their grant.

Amy Schrock and Roanna have been working to adjust the heating/cooling/humidity in the building as the outside temperatures change.

The library hosted a luncheon for the New Carlisle Community and Business Association meeting. The New Carlisle Food Pantry directors gave Roanna a tour of the food pantry. She wanted to learn more about how they operate and how the Library could help them. Board member Mindie Colanese suggested donating some books left over from the book sale to give away. Roanna shared that she thought about making recipe cards for them.

Two new board members will be starting in 2025. Their appointments will be approved by the end of December.

Roanna took time this month to do extensive reading on TIF districts and the budget process. The TIF district in New Carlisle was recently expanded.

Wendy Arndt has worked with the St. Joseph County Health Department. The Library will host a Flu/Covid vaccine clinic on November 14.

- FINANCIAL REPORT

No questions asked.

UNFINISHED BUSINESS

None.

NEW BUSINESS

1. Upon receiving a letter from Roanna Hooton, the board discussed an increase in salary for the Director.
Mindie Colanese made a motion to approve a 6.0% salary increase for the Director in 2025. Jennifer Maure seconded the motion. Motion carried.
2. Director Roanna Hooton interviewed Assistant Director Amy Schrock. Amy has been with the Library for 35 years and said she truly enjoys the work that she does here. Amy gave the board a presentation on the internal controls of paying a bill and handling deposits.

PUBLIC COMMENTS

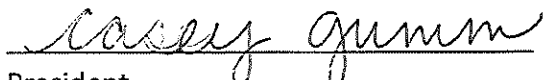
No members of the public were present.

OTHER BUSINESS


None.

ADJOURNMENT

Jennifer Maure made a motion to adjourn the meeting. Jessica VanWanzeele seconded the motion. Motion carried. The meeting adjourned at 7:06 p.m.



President



Secretary