

**NEW CARLISLE - OLIVE TOWNSHIP PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MONTHLY BUSINESS MEETING**  
408 S. Bray St. Activity Room  
Tuesday, August 19, 2025  
6:30 P.M.

**AGENDA**

**CALL TO ORDER**

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

**PRESENT**

Casey Gumm, President  
Mindie Colanese, Vice President  
Terry Bailey, Treasurer  
Heather Vann, Secretary  
Jessica VanWanzeele, Member  
Pamela Arenas, Member  
Sarah Mitchell, Member  
Roanna Hooton, Director  
Amy Schrock, Assistant Director

**ABSENT**

**CONSENT AGENDA**

- APPROVAL OF MINUTES
- STATISTICS
- DEPARTMENT REPORTS
- PAYMENT OF CLAIMS

Mindie Colanese made a motion to approve the Consent Agenda. Jessica VanWanzeele seconded the motion. Motion carried.

**REPORTS**

- DIRECTOR'S REPORT

Director Roanna Hooton reported that the additional shelving in the children's and teen fiction sections, as well as the read-aloud collection, has been installed. This will allow for growth while still maintaining a reasonable annual weeding schedule.

We also did a major weeding of the audiobook collection, removing any titles that have not circulated in the past two years. Moving forward, we plan to order one to two audiobooks per month. From January-August 2025, the 19 new audiobooks purchased circulated an average of 2 times each, reaching only 11 different patrons, with an average cost of \$35 per audiobook, resulting in a cost-per-circulation of \$17.50. The freed-up audiobook shelving allowed more room for the DVD collection. Audiobooks checked out on Hoopla and Libby far exceed the circulation of our physical audiobooks.

We have hired Kelly Schultz as the Programming Assistant, and she begins after Labor Day. She has experience as a lead teacher for a preschool. Kelly should be able to step right in with class visits and assist with programs.

Our August staff meeting was about celebrating our library team. We enjoyed food, games and awards. Julie Shelton celebrated 25 years of service and Skye Smith celebrated 10 years. Congratulations to Julie and Skye.

We have completed the 2026 Yearly Planning sessions with our programming and administration teams with many exciting plans on the horizon: Hosting a Semiquincentennial Celebration in partnership with local services and businesses, Adding a new playhouse to the Exploration Garden, Exploring after/before hours use of the meeting room, Introducing a night adult exercise class, Creating a walking trail through the front prairie.

The New Carlisle Fire Department conducted its yearly inspection. We had a few minor areas that needed attention, but overall, the inspection was good.

- FINANCIAL REPORT
  - Draft of 2026 Budget

Questions were asked about the 2026 Budget.

## UNFINISHED BUSINESS

None.

## NEW BUSINESS

1. Policies
  - a. Jessica VanWanzeele made a motion to approve the Personnel Policies 5.1 & 6.2. Terry Bailey seconded the motion. Motion carried.
  - b. Sarah Mitchell made a motion to approve the Homebound Policy. Mindie Colanese seconded the motion. Motion carried.
2. Jessica VanWanzeele made a motion to approve the 2026 Closed dates. Mindie Colanese seconded the motion. Motion carried.
3. Mindie Colanese made a motion to approve the Dobot Donation to NPHS or one of the libraries on the Indiana Listserv. Terry Bailey seconded the motion. Motion carried.
4. Sarah Mitchell made a motion to approve the Commercial Insurance with an increase of 8% with a total cost of \$14,596. Jessica VanWanzeele seconded the motion. Motion carried.
5. Mindie Colanese made a motion to approve the Long Range Plan. Jessica VanWanzeele seconded the motion. Motion carried.
6. Pamela Arenas made a motion to approve the 2026 Salary Schedule and Wages recommendation: Increase the 2026 salary schedule wage range by 2%, which is half of the 4% 2026 Maximum Levy Growth Quotient (MLGQ). And, raise wages by 3%, excluding those at the top of their wage range or hired after June 30, 2025. To take effect on 12/21/2025. Terry Bailey seconded the motion. Motion carried.
7. Staff Interview of Christi Caleb and Summer Reading Report

## PUBLIC COMMENTS

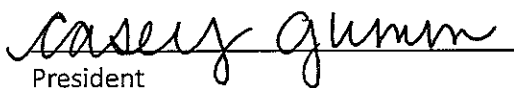
No members of the public were present.

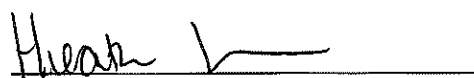
## OTHER BUSINESS

None.

## ADJOURNMENT

Mindie Colanese made a motion to adjourn the meeting. Pamela Arenas seconded the motion. Motion carried. The meeting was adjourned at 7:24 p.m.

  
President

  
Secretary