

**NEW CARLISLE - OLIVE TOWNSHIP PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MONTHLY BUSINESS MEETING**  
408 S. Bray St. Activity Room  
Tuesday, September 16, 2025  
Immediately following the 6:30 p.m Public Hearing Budget 2026

**AGENDA**

**CALL TO ORDER**

The meeting was called to order at 6:31 p.m. by President Casey Gumm.

**PRESENT**

Casey Gumm, President  
Terry Bailey, Treasurer  
Heather Vann, Secretary  
Pamela Arenas, Member  
Sarah Mitchell, Member  
Roanna Hooton, Director  
Amy Schrock, Assistant Director  
Skye Smith, Library Technician 2

**ABSENT**

Mindie Colanese, Vice President  
Jessica VanWanzeele, Member

**CONSENT AGENDA**

- APPROVAL OF MINUTES - August 19, 2025 Regular Board Meeting
- STATISTICS
- DEPARTMENT REPORTS
- PAYMENT OF CLAIMS

Sarah Mitchell made a motion to approve the Consent Agenda. Pamela Arenas seconded the motion.  
Motion carried.

**REPORTS**

- DIRECTOR'S REPORT

Director Roanna Hooton shared that Miranda McNeely has been hired as the Programming Assistant. The first after school program of the year had 30 attendees, and the first Homeschool program had 50. We are making plans to adjust programs to work better with the small staff that we have. Director Hooton reminded the board that the budget adoption will take place next month. Roanna, Sarah and Wendy met with Steve Sass to discuss the walking path through the front prairie and additions to the Exploration Garden. They agreed that a seasonal scavenger hunt for the children will be created by next spring for the Exploration Garden. Roanna is also investigating if an ADA path would work in the prairie area. The storywalk posts and frames have been installed. Staff will work on designing the storywalk inserts, and we are hoping for a grand opening on October 18. The tree in the front entrance of the Library is dead and will be removed soon.

- FINANCIAL REPORT

No questions were asked.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

1. Terry Bailey made a motion to approve the Circulation, Fines and Fees policy. Sarah Mitchell seconded the motion. Motion carried.
2. Heather Vann made a motion to approve the donation of 3 benches to the Friends of the Library book sale. Pamela Arenas seconded the motion. Motion carried.
3. Sarah Mitchell made a motion to approve the Resolution to Transfer Funds from 3.01 Professional Services to 4.02 Furniture and Equipment in the amount of \$10,000. Terry Bailey seconded the motion. Motion carried.

4. Terry Bailey made a motion to approve the purchase of a printer from Ricoh in the amount of \$11,454.97 to be taken from the Rainy Day fund. Heather Vann seconded the motion. Motion carried.

#### **PUBLIC COMMENTS**

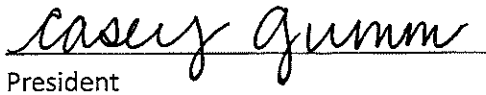
No members of the public were present.

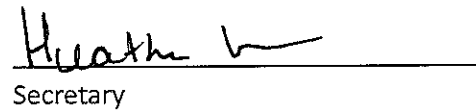
#### **OTHER BUSINESS**

None.

#### **ADJOURNMENT**

Heather Vann made a motion to adjourn the meeting. Sarah Mitchell seconded the motion. Motion carried. The meeting was adjourned at 6:49 p.m.

  
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President

  
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Secretary