

**NEW CARLISLE - OLIVE TOWNSHIP PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR MONTHLY BUSINESS MEETING**

408 S.Bray St. Activity Room

Tuesday, November 18, 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 VanWanzele, Member  
Roanna Hooton, Director  
Amy Schrock, Assistant Director  
Skye Smith, Library Technician 2  
Wendy Arndt, Adult Coordinator

**ABSENT**

Sarah Mitchell, Member  
Pamela Arenas, Member

**CONSENT AGENDA**

- APPROVAL OF MINUTES – October 21, 2025 Regular Board Meeting
- STATISTICS
- DEPARTMENT REPORTS
- PAYMENT OF CLAIMS

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

**REPORTS**

- DIRECTOR'S REPORT

Director Roanna Hooton reported that all staff have completed reviews of the security procedures, abuse and molestation reporting protocols and SAFE space guidelines.

Roanna and Wendy Arndt attended the Indiana Library Federation Annual Conference.

Staff evaluations will happen in December. There have been some minor changes in goal setting. Goal setting will be done 4 times a year, with the majority of it being universal goals for the whole staff. One goal will be individualized by the staff member's supervisor.

We have had one staff member resign. We have decided to hire two 19 hour and under clerks to help cover nights and weekends.

Updates to the Library continue. The back storage room has been updated with shelving, which will house the Library of Things collection. Similar shelving is planned for installation in the Activity Room closet. The staff kitchen counter has begun to deteriorate underneath and several drawers and cupboards are no longer functioning properly. A full remodel of new countertops and cabinetry is planned.

Roanna contacted OJS, the company responsible for the Building Automation System. They responded that they were finishing up other major projects and will send an installer out after they complete those.

Required annual inspections of the fire extinguishers were completed this month. The winter HVAC inspection was also completed. One blower was identified as needing replacement.

Scrapbooks and various local history items have been donated to historic New Carlisle where they will have more use. We have retained all copies of scrapbooks and newspapers that will be on file in the Local History Room.

Library staff will be hosting a craft table at the museum during Christmas in New Carlisle. We will also walk in the parade with the Kubota sporting a Grinch reading a book.

- FINANCIAL REPORT

No questions were asked.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

1. Director Hooton reviewed the 2026 Anthem Health Insurance proposed plan. Jessica VanWanzele made a motion to approve the proposed Anthem Health Insurance plan for 2026. Mindie Colanese seconded the motion. Motion carried.
2. Heather Vann made a motion to approve the 2026 Native Plant Maintenance Agreement with Indiana Nature, LLC in the amount of \$7,000. Terry Bailey seconded the motion. Motion carried.
3. Mindie Colanese made a motion to approve the 2026 Snow removal and Mowing agreement with Lawnscape Services, LLC. Terry Bailey seconded the motion. Motion carried.
4. Director Hooton asked the board to approve a year-end stipend to recognize the exceptional work the staff has done this year. This will be a one-time payment of a 20x multiplier on hours worked per week, funded from the salary line of the budget and distributed in December.

Mindie Colanese made a motion to approve a one-time year-end stipend for Library staff. Heather Vann seconded the motion. Motion carried.

5. 9.7 Personnel Policy tabled until the December 2025 meeting.
6. Mindie Colanese made a motion to approve the Resolution to Transfer Funds from 3.02 Telephone to 3.03 Postage in the amount of \$1,000 and 3.14 Printing and Advertising to 3.13 Waste Disposal in the amount of \$500. Terry Bailey seconded the motion. Motion carried.
7. Mindie Colanese made a motion to approve the Resolution Authorizing the Deposit of Commercial Vehicle Excise Tax Revenues into the Library Operation Fund. Jessica VanWanzele seconded the motion. Motion carried.
8. Jessica VanWanzele made a motion to approve the Resolution Authorizing the Deposit of Financial Institutions Tax Revenues into the Library Operating Fund. Heather Vann seconded the motion. Motion carried.
9. The board was presented with a list of the 2026 Board meeting dates.
10. Director Hooton interviewed Adult Coordinator Wendy Arndt. Wendy shared what's new in the adult department, upcoming programs she has planned, and an update on the Friends of the Library.

**PUBLIC COMMENTS**

No members of the public were present.

**OTHER BUSINESS**

Next month is Officer elections.

**ADJOURNMENT**

Mindie Colanese made a motion to adjourn the meeting. Heather Vann seconded the motion. Motion carried. The meeting was adjourned at 6:56 p.m.

Casey Grumm

President

Heather Vann

Secretary