

**NEW CARLISLE - OLIVE TOWNSHIP PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR MONTHLY BUSINESS MEETING**

408 S. Bray St. Activity Room

Tuesday, December 16, 2025

6:30 P.M.

**AGENDA**

**CALL TO ORDER**

The meeting was called to order at 6:30 p.m. by Vice President Mindie Colanese.

**PRESENT**

Mindie Colanese, Vice President  
Heather Vann, Secretary  
Terry Bailey, Treasurer  
Sarah Mitchell, Member  
Roanna Hooton, Director  
Amy Schrock, Assistant Director  
Skye Smith, Library Technician 2

**ABSENT**

Casey Gumm, President  
Pamela Arenas, Member  
Jessica VanWanzele, Member

**CONSENT AGENDA**

- APPROVAL OF MINUTES-November 18, 2025 Regular Board Meeting
- STATISTICS
- DEPARTMENT REPORTS
- PAYMENT OF CLAIMS
- BOND PAYMENT
  - a. Zions Bancorporation

Terry Bailey made a motion to approve the Consent Agenda. Heather Vann seconded the motion. Motion carried.

**REPORTS**

- DIRECTOR'S REPORT

Director Roanna Hooton reported that Casey Gumm and Heather Vann were both approved to renew their terms on the Library Board.

The 19-hour-and-under position was posted after last month's board meeting. Nearly 20 applications were received, and interviews will begin in January. The Library plans to hire two individuals for this role.

Director Hooton shared the Library's 2025 statistics. While physical circulation declined, there were increases in digital circulation, visitor numbers, program attendance and more. These reports will be shared with local officials and community members.

Construction in the back storage area and the Activity Room closet is nearing completion.

Reorganization of these spaces will begin once the work is finished. Cupboards and countertops for the staff kitchen have also been ordered.

OJS, the company overseeing the controls project, began work this week and has started running wiring for the new control systems.

- FINANCIAL REPORT

No questions were asked.

**UNFINISHED BUSINESS**

1. Terry Bailey made a motion to approve Personnel Policy 9.7. Sarah Mitchell seconded the motion. Motion carried.

**NEW BUSINESS**

1. Resolution to Encumber Funds
  - a. Terry Bailey made a motion to approve the Resolution to Encumber Operating Funds in the amount of \$6,450.77. Heather Vann seconded the motion. Motion carried.
  - b. Sarah Mitchell made a motion to approve the Resolution to Encumber Rainy Day Funds in the amount of \$45,375.00. Terry Bailey seconded the motion. Motion carried.
2. Terry Bailey made a motion to approve a Transfer of Funds within 3. Other Services and Charges from 3.01 Professional Services to 3.16 Repair and Maintenance in the amount of \$1,000.00 and within 4. Capital Outlays from 4.05 Magazines & Newspapers to 4.03 Books in the amount of \$1,000.00. Heather Vann seconded the motion. Motion carried.
3. Sarah Mitchell made a motion to approve the Weekend Hours Adjustment of closing on Sundays through August 2026. Heather Vann seconded the motion. Motion carried.
4. Sarah Mitchell made a motion to retain Casey Gumm as President, Mindie Colanese as Vice President, Terry Bailey as Treasurer and Heather Vann as Secretary for 2026. Terry Bailey 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. Terry Bailey seconded the motion. Motion carried. The meeting was adjourned at 6:53 p.m.

Casey Gumm

President

Heather Vann

Secretary