

**NEW CARLISLE - OLIVE TOWNSHIP PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**REGULAR MONTHLY BUSINESS MEETING**  
408 S. Bray St. Meeting Room  
Tuesday, January 20, 2026  
6:30 P.M.

**CALL TO ORDER**

The meeting was called to order at 6:35 p.m. by Board President Casey Gumm

**PRESENT**

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

**ABSENT**

Sarah Mitchell, Member  
Jessica VanWanzeele, Member  
Pamela Arenas, Member

**CONSENT AGENDA**

- APPROVAL OF MINUTES-December 16, 2025, Regular Board Meeting
- STATISTICS
- DEPARTMENT REPORTS
- PAYMENT OF CLAIMS

**REPORTS**

- DIRECTOR'S REPORT

Director Roanna Hooton reported that 20 applications were received for the 19-hour or fewer position. Six applicants were interviewed, and three were selected for hire. One will fill the recently vacated 24-hour position, and the other two will fill the 19-hour and under position.

Staff have been informed of updated policies regarding unpaid leave and Family and Medical Leave.

There has also been a limited cell phone and a no-earbud procedure in all public spaces to ensure staff remain attentive.

As part of the contract with IN Nature to maintain the native plant spaces, they have included creating an outdoor scavenger hunt. These will rotate seasonally.

We have met with Zayo Education, the company that manages our E-rate services and phone system.

This program provides discounts of 20-90% on telecommunications, internet access and internal broadband connections for schools and libraries. This service has been excellent for us, with little to no issues reported.

The library has increasingly served as a site for supervised family visits facilitated by social service organizations. We have experienced issues with conference room use, including Code of Conduct violations and failure to keep the room clean. As a result, these visits have been relocated to the Activity Room exclusively.

Use of the Activity Room for family visits has caused scheduling conflicts with other groups. After speaking with the managers and other library directors, a decision was made to allow Girl Scouts and other educational community organizations to reserve the room for the year in advance.

Director Hooton shared available opportunities and digital resources for library trustees, along with updates on Senate Bills 4 and 8 and House Bill 1315. She will keep the Board informed as we know more.

Roanna will be attending meetings with the Olive Township Trustees and the NPU SC School Board to present statistics for 2025, highlight how we partner with them and ask for their help with advocacy when needed. Roanna is working on getting on the agenda for additional town and county meetings.

Lucas Electrical will be installing new ceiling fans and controls on the Meeting and Activity rooms. OJS continues to work on the Building Automation System project.

- FINANCIAL REPORT

No questions asked.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

1. Director Hooton presented the board with the Internal Controls Affidavit for new employees.
2. Terry Bailey made a motion to approve the Fire Protection Proposal in the amount of \$5,310. Heather Vann seconded the motion. Motion carried.
3. Mindie Colanese made a motion to approve:
  - a. Create a Clerk 1 position that works 24-29 hours per week and a Clerk 2 position that works 0-23 hours per week.
  - b. Amend the 2026 Wage and Salary Schedule to include Clerk 2 with a starting wage of \$13.00 per hour.
  - c. Update Personnel Policy 9.1 chart to include the changes in hours for part-time to 0-23 and 24-29.
  - d. Grandfathering of employees hired before 12/31/25 regarding PTO.

Heather Vann seconded the motion. Motion carried.

4. Terry Bailey made a motion to approve the Resolution to Transfer 2025 Funds within the Library Operating Fund Major Category from 3. Other Services and Charges 3.01 Professional Services to 3.16 Repair and Maintenance in the amount of \$2,700, and to 4.03 Books in the amount of \$3,600.

**PUBLIC COMMENTS**

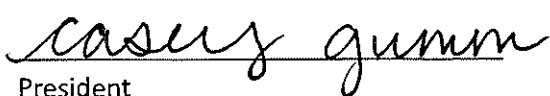
No members of the public were present.

**OTHER BUSINESS**

None.

**ADJOURNMENT**

Mindie Colanese made a motion to adjourn the meeting. Heather Vann seconded the motion. Motion carried. The meeting adjourned at 7:05 p.m.

  
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President

  
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Secretary