

MINUTES OF THE NEW CARLISLE - OLIVE TOWNSHIP PUBLIC LIBRARY
REGULAR MONTHLY BUSINESS MEETING
TUESDAY, November 16, 2010

AGENDA

CALL TO ORDER

Meeting was called to order at 7:01 by President, Lori Kimmel.

PRESENT

Lori Kimmel, Carolyn Higgins, Tom Pietrzak, Wendy Glon, Nancy Niespodziany, Stephen Boggs.

GUEST

Cathy Henning.

APPROVAL OF MINUTES

Moved by Tom Pietrzak and seconded by Carolyn Higgins that minutes of the October meeting be approved as distributed. Carried.



TREASURER'S REPORT

1. Transfers are requested for the following:

#1 From line 100.10.102 Salary of Assistance the amount of \$18,200.00 to the following lines:

100.10.104 Group Health Insurance \$5,200.00 (rate increase)

100.10.105 Retirement \$11,000.00

100.10.10 Other Employee Benefits \$2,000.00

#2 From line 100.30.116 Repair and Maintenance \$10,000.00, to line 100.30.112 Utilities: Electric (rate increase)

#3 From Line 100.30.103 Communication: Postage \$1,600.00, to line 100.30.106 Communication: Online Service (Internet Access \$1,600.00 (increase in bandwidth from T-3 to Fiber).

Moved by Tom Pietrzak and seconded by Nancy Niespodziany to approve transfer number 1. Carried.

Moved by Nancy Niespodziany and seconded by Tom Pietrzak to approve transfer number 2. Carried.

Moved by Carolyn Higgins and seconded by Nancy Niespodziany to approve transfer number 3. Carried.

Balance of Treasurer's Report was filed for audit.

PUBLIC COMMENTS

CHILDREN'S DEPARTMENT REPORT

Fairy Tales continue to be read in Story Hour with a total of 105 in attendance. They wore costumes and trick or treated at the library Halloween week.

Outreach to Pre School included 10 preschoolers

4 Wee Read programs for toddlers had 57 in attendance. Another 6 week program will begin in February.

93 School aged children attended 2 Funday Mondays making spooky houses and egg crafts.

52 teens attended TAG meetings and 26 attended the overnite lock-in.

Steve, Sara, and Jordan chaperoned as well as *Buddy and Cooper The Wonder Dog!*

We now have 8 GED students who attended 9 classes. One of our Students has received his GED diploma and one is awaiting his results. (It typically takes 4 - 6 weeks to get their grades)
Fantastic!
There was a total of 31 programs in October.

PROGRAM COORDINATOR'S REPORT –

Attended the Purdue P-Caret Meeting and was asked to represent Purdue in Washington, DC for a conference March 10-13, 2011. New Carlisle Library is recognized for the support of the various programs Purdue Extension offers. Our location allows them joint St. Joe/LaPorte County extension programs. They have added fifteen more programs for all ages, several of which will pilot here.

Hosted our second gently used and new craft sale. Ladies loved it, we had good attendance and will have another in February.

Election being held here required adjusting of groups and with a record number turning out to vote, our library looked great.

Our meeting room was used for an achievement class from Olive Elementary for Yoga Class.

Tea party members wish to continue meeting bi-weekly

Community Calendar has been a hit. Several who could not attend have sent messages. I expect more dates to be added by January.

Community Carolers are alive and singing! We had twelve our first night and are told more will be showing up for next two meetings.

A special note: our Hook and Needle group inspired one member, Kathy Aurenz, to open her own shop, "Yarn and More", which will open December 2. She has devoted many hours teaching and helping the ladies here as well as making items for donations. We were afraid of losing her. But, she has scheduled her hours to be able to continue with our ladies on Thursday mornings. Thank you Kathy!

Reminder: Mad Ann Bailey will be here November 22, 3:00 pm and 6:30 pm. If you like hearing of history, she will make you feel you are living it with her. This is a joint program between Sara and I. Mark your calendars for this!



TECHNOLOGY COORDINATOR'S REPORT

After classes are complete in December, Jake will be working on switching a few things around (servers for different software products) and upgrading our wireless.

We are having an interesting problem with wireless devices. Iphones and the like are always searching for a connection. We had adequate connection addresses, but now we are running out and people's laptops are not able to connect. Will be upgrading the software responsible for these connections in December.

REFERENCE DEPARTMENT REPORT

Displays: Halloween, Horror fiction

Projects: Wee Read – good attendance (Sara has numbers in her report), scheduled next session for February 17th –March 24th/will limit class to 10 babies, children's inventory is now done/marked books as lost in opac/after 2nd search deleted 165 titles

Director is working with Roanna regarding the increase of her hours for the latter part of 2011.

LONG RANGE PLAN – no updates

TECHNOLOGY PLAN – no updates

DIRECTOR'S REPORT

1. Still working with vendors for security system. One final proposal should be here soon. I'll attempt to get the proposal from them a.s.a.p. so we can schedule a special meeting. See item 1 under Unfinished Business for action.

2. Working with Junior Achievement for 3 classes at OTE. 2 4th grades and 1 3rd grade. 4th grades are working on building a business in the US and 3rd grade is working on creating a new city.

3. Two programs at OTE.

4. Picked up some Herman Miller portable wall panels from the Colfax Public Library in Colfax, Indiana. (We need to send a thank you card!).

5. Helped with overnighter. This was the last all night program. Next year we will maintain the same program, except that it will run from 5 or 6 o'clock to midnight or 1 a.m. Best thing still was playing Hide and Go Seek in the dark...they loved it.

6. Successful bidder for snow removal was contracted. He should be putting up guide poles soon (as long as people don't steal them).

7. Will be hiring a "Library Monitor" in the near future. Two have applied so far and both should do well. (Just think of Lunchroom Monitor/Nazi). Direction on payrate?

All agreed a span between minimum wage and the highest wage currently paid the clerks be recommended.

8. Budget was signed and delivered to the County Auditor and our DLGF representative.

9. We will be switching to a software based calendar system in addition to our pen and paper version. Goal is for everyone to see an up-to-date calendar both inside and outside of the library. 2nd goal is for staff to see additional information i.e., where the meeting is to be held, what equipment is necessary etc. Would be nice if this system could hand the usage statistics and compile them at the end of the year. I hope to have information about this for you in the 1st quarter of next year.

UNFINISHED BUSINESS

1. Action from item 1 under Director's Report. All agreed to schedule a Special Meeting on Monday, November 29, at 6:00 p.m. for purposes of reviewing quotes from prospective vendors for the security system. Immediately after the Special Meeting there will be held an Executive Session for the Director's annual evaluation.

NEW BUSINESS

1. As appreciation to the staff I would like to request that we do the same as last year. Gift cards and closing early (4:00 p.m.) on a Friday, in December for the staff's Christmas dinner. Would be nice since the staff are the ones mostly responsible for our star status this year from Library Journal.

Moved by Tom Pietrzak and seconded by Wendy Glon. Carried.

2. We'll need to schedule a Budget Committee meeting prior to the December meeting to set salaries and wages for 2011.

Committee meeting date was set for Thursday, December 2, at 3:00 p.m.

3. Earlier in the year we did an Additional Appropriation for \$60,000. We have just under \$25k and change in the Furniture and Equipment line. As we discussed at that time, I'd like to proceed with the replacement of some of the computers on the adult end. Some are 8 years old and begging to be put out of their misery! I'd also like to purchase some of the newer iMac machines (new ones can run both Windows 7 and the Mac OS). Maximum amount to spend will be \$20k. Previously I've always purchased the extended warranty (3 years) and it has proven to be a good investment. Total of at least 8 machines will be replaced.

After a discussion regarding costs it was moved by Carolyn Higgins and seconded by Nancy Niespodziany to allow the expenditure of up to \$20k for computers etc. Carried.

Warning!: We'll be doing the same thing next year for the teen and children's department computers.

Older units will have the operating systems removed and reloaded with Ubuntu and offered for sale.

4. We will be doing an Additional Appropriation of at least \$60,000 next year. Purpose is again for regular repairs and equipment replacement and upgrades. Advertising will appear in December with final action at the January meeting.

OTHER BUSINESS

1. Question regarding when bonds will be paid off. 2021.
2. Question regarding a program for High School students to work at the library for a year for experience, and then rotate in a new group of students. Director responded that we did participate one year in a program similar, but there was no type of rotation schedule at all.
3. Question regarding the use of a magnifying machine for patron use purchased from a grant. Director responded that we do have such a unit, but it was never from a grant. Unit currently in storage, but can be put back out. Was loaned for a time to a patron, but no one has ever asked to use it.
4. Due to the next board meeting being during the week of Christmas all agreed to schedule the next meeting for Tuesday, December 14, at 7:00 p.m.

PAYMENT OF CLAIMS

Moved by Wendy Glon and seconded by Carolyn Higgins that the claims be allowed. Carried.

ADJOURNMENT

Meeting adjourned at 8:02.



SB's rugrats.

Lori Kimmel, President

Tom Pietrzak, Secretary