

MINUTES OF THE NEW CARLISLE - OLIVE TOWNSHIP PUBLIC LIBRARY  
REGULAR MONTHLY BUSINESS MEETING  
TUESDAY, December 14, 2010

AGENDA

CALL TO ORDER

Called to order at 7:16 by President Lori Kimmel.

PRESENT

Lori Kimmel, Mike Bailey, Wendy Glon, Carolyn Higgins, Amy Schrock, Stephen Boggs.

GUESTS

Henry Timm of Phantom Technologies  
Cathy Henning future Trustee.

APPROVAL OF MINUTES

Moved by Carolyn Higgins and seconded by Wendy Glon to approve the minutes of the regular November Business Meeting. Carried.

Moved by Wendy Glon and seconded by Carolyn Higgins to approve the minutes of the Special Meeting for November 29, 2010. Carried.

Moved by Carolyn Higgins and seconded by Wendy Glon to approve the "minutes" of the Executive Session for the Director's Evaluation. Carried.



TREASURER'S REPORT

1. Transfer \$6,000 **from line** 100.30.112 Utilites: Electric, Water, etc. **to lines:**  
\$ 100 line 100.30.106 Communication: Online Services  
\$1,400 line 100.30.107 Communication: Online Backup  
\$4,500 line 100.30.116 Repair & Maintenance.

Moved by Mike Bailey and seconded by Wendy Glon to approve transfer of funds as noted about in item one. Carried.

2. Authorization to pay bond payment.

Moved by Mike Bailey and seconded by Wendy Glon to authorize the December 2010 Bond Payment of \$173,000.00 Carried.

Question about when bonds to be paid off. Last payment is December 31, 2020. A Lease Rental Payment Schedule will be attached to these minutes in the minute book.

3. Materials cataloged November 2010: 215 Books; 26 Audio Books ; 71 DVDs ; 34 CDs

Patron count November 2010: 8,541

PUBLIC COMMENTS

This area's discussion will be noted in New Business below. Henry Timm will be here to discuss options for Service Agreements for the new security system.

CHILDREN'S DEPARTMENT REPORT

Attendance for Story Hour totaled 45 preschoolers. We will be doing gingerbread houses, stained glass windows, and Christmas trees in December. Our spring unit will be about transportation.

Roanna taught 1 Lapsit class with six in attendance.

Tag (Teen Advisory Group) attendance totaled 36 teens for three meetings.

We had six GED students with eight in the class.



Funday Monday attendance totaled 79 for cooking class and Mad Annie story telling.

Outreach:

Roanna and Sara had 10 Olive Elementary students for Enrichment class about water.

New Prairie Middle School Booktalks included 160 students.

Total number of programs: 21

Sara attended the Children's Librarian Roundtable in Middlebury.

#### PROGRAM COORDINATOR'S REPORT –

Hosted last craft retreat for the year which included paper crafts, needle craft and quilting, jewelry making and photography 101.

Community Carolers continued their practices here, performed for Christmas in New Carlisle and were asked to perform for Lions Club.

Co-hosted with Sara two performances by Susanne Dennis as "Mad Ann Bailey." Even with bad weather she was a hit with all ages. Historic New Carlisle hopes to have her back for Heritage Days.

Purdue Extension held another St. Joseph/LaPorte County Ag Day with s

Due to the holiday and economy, December has slowed down for programming. Not as many groups are having Christmas parties here.

Our crochet group have made more than 60 garments donated to the needy in our area. Items are on display for purchase by a cash

donation. Money will be used to buy more yarns. December 28 at 12

noon will be our annual Christmas party for them. I fix a large ham and the ladies furnish dishes – they extend an invitation to the staff and board.

Group trees are being filled – please check out their decorations.

Thank you to the Board for our Christmas!



#### TECHNOLOGY COORDINATOR'S REPORT –

1. \*added 12/14/10\* Director purchased and received five desktop computers, three laptops, and three iMac computers and some miscellaneous parts. Still need to replace printer/scanner combo at front desk (current one is extremely slow). Jordan is working on joining the units to the domain, only waiting on installing the Patron Control software and they will be ready to deploy. The desktop units were refurbished units so we saved about \$400 per machine.

#### REFERENCE DEPARTMENT REPORT

Weeded classics and Cliff's Notes/re-ordered copies of worn books

Shifted fiction in all areas to allow room for growth

Created a plan for weeding non-fiction/looked at book circulations by Dewey for the past year

Will weed to allow room for growth in most popular sections/while leaving a smaller collection in others.

Met with Clay Albertson (bookseller) and ordered books for non-fiction collection

Create lost lists for all j non-fiction

Displays: Thanksgiving, Heart, Indians, Knitting/crochet, Chicken Soup for the Soul

LONG RANGE PLAN –

Replacement computers/laptops received and replacement is in process.

TECHNOLOGY PLAN –

Still evaluating an e-book collection, i.e., Barnes & Noble's Nook and Amazon's Kindle

DIRECTOR'S REPORT

1. Appointment information/request sent to NPUISC Board for Cathy Henning
2. Appointment information/request sent to County Commissioners for Julian Lusk.
3. Staff evaluations are tabulated and interviews are being conducted.
4. Finishing JA classes and regular monthly classes at OTE.

UNFINISHED BUSINESS

NEW BUSINESS

1. Current dress code and initial draft of future policy for such. Discussed initial draft and Director requested input etc. Note that staff should always wear their badges. Identical shirts to be worn by evening and weekend staff and must be in place no later than the next Board meeting. Read by Lori Kimmel. Updates/changes/corrections and possible finalization at the January meeting.
2. Fire drill and related training. Due by May meeting.
3. Seminars/retreat for Trustees covering finances and budgeting for the upcoming year. Consider those who did presentation in Rochester earlier in 2010. Discussed splitting training into three parts: January for an introduction, discuss Long Range Plan and Goal Setting. Summer for Finances and fall for policies. (Previous is simply a thought on how the retreats could be structured.)
4. Draft job description for a behavior monitor – contacting Tom Baker, Chief of NCPD for maybe a reserve officer. Read by Lori Kimmel. Updates/changes/corrections and possible finalization at the January meeting.
5. Proposal for Additional Appropriation for \$70,000.00 for 1<sup>st</sup> quarter of 2011. Permission to advertise only. Director presented information on reasons supporting actions and that these are funds already held by the library and that this is not a request for new money.

Moved by Mike Bailey and seconded by Wendy Glon to proceed with advertising. First public hearing will be at the January meeting.

6. Election of officers for 2011. Due to only four members being present, a slate of officers was prepared and elections will take place at the January meeting. Slate:

President	Lori Kimmel
Vice President	Nancy Niespodziany
Treasurer	Wendy Glon
Secretary	Mike Bailey

7. Budget Committee Report –

Discuss cash flow projection and an Additional Appropriation.  
Salaries and wages for 2011.

Discussion was led by Wendy Glon. After a discussion it was moved by Mike Bailey and seconded by Wendy Glon to adopt the salary schedule as presented by the Budget Committee. Carried. 3 Aye, 1 Nay. Copy of schedule will be attached to these minutes in the official record for public inspection.

8. Henry Timm of Phantom Technologies presented information and answered questions regarding an extended service agreement for the soon to be installed video security system. Noted that agreements of this type are 30% of the original contract. After the initial warranty expires the extended agreement will continue coverage "bumper to bumper" for the first year at a price of \$4,505.58. Price for the third year is \$10,055.16. First year of agreement does not include labor costs.

This item will be placed under Unfinished Business for the January meeting.

#### OTHER BUSINESS

1. The following is for information/planning purposes only. For the 2012 budget we need to consider moving a sum of our funds into our Library Improvement Reserve Fund (LIRF). Must be budgeted year previous in-order-to transfer.

#### PAYMENT OF CLAIMS

Moved by Mike Bailey and seconded by Wendy Glon to allow claims as presented. Carried.

#### ADJOURNMENT

Meeting adjourned at 8:37 p.m.

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Lori Kimmel, President

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Mike Bailey, Acting Secretary