

MINUTES OF THE NEW CARLISLE - OLIVE TOWNSHIP PUBLIC LIBRARY  
REGULAR MONTHLY BUSINESS MEETING  
TUESDAY, JANUARY 19, 2010

**NOTE THAT WE WILL BE MEETING AS A BOARD OF FINANCE AFTER THE REGULAR MEETING**

AGENDA

CALL TO ORDER

Meeting was called to order by Vice-President Nancy Niespodziany at 7:00 p.m.

PRESENT

Nancy Niespodziany, Mike Bailey, Scot Squires, Tom Pietrzak, Wendy Gon, Carolyn Higgins (Welcome to the Board!), Amy Schrock and Stephen Boggs.

APPROVAL OF MINUTES

It was moved by Mike Bailey and seconded by Scot Squires that the minutes of the December meeting be approved. Carried.

TREASURER'S REPORT

Filed for audit by Amy Schrock.

PUBLIC COMMENTS

CHILDREN'S DEPARTMENT REPORT

Dec. 09 Children/Teen Report

78 preschoolers attended Story Hour. We will be starting a new unit on Foods in January  
25 school aged kids made Christmas gifts for Funday Monday. January activities include a marble  
tournament and the Burmusic Show out of Indianapolis.

Outreach included Booktalks for 5 7th grade Literature Classes at NPMS totaling 150 kids and storytelling  
at preschool for 12 kids.

10 teens attended TAG and built the Gingerbread house seen in the tall display case across from Media.  
They also entertained the staff at the Christmas party. We may plan a movie night this spring.

166 Teens participated in gaming. The X Box may need to be replaced soon.

Total number of programs equals 16.

PROGRAM COORDINATOR'S REPORT

Adult Programming Board Report 1/19/10

Becky Jose, Adult Program Coordinator

Our community meeting December 19th for members of Congressman Donnelly's office, Senator Jim Arnold, and both Channels 16 & 22, to discuss our post office issues was a huge success. Attended by over 100 residents, and we will be meeting again in February. We've had numerous compliments for acting so quickly to get answers to the rampant rumors.

We are collecting pennies in honor of President Lincoln through his birthday, February 12. Money will be donated to our local food pantry with hopes of surpassing last year's total.

Upon his return from Florida, Bob MacMillin will start drawing classes on Saturdays.

By request, two card-making classes have been scheduled.

Weight Watchers is replaced with a group called "New You" on Mondays at 5:00, open to all, and all ages.

Troop 227 will have their sleep-over on the 22nd. Other troops in February and March.

Week-end euchre is back and will run through May.

We hosted another NCBC meeting and luncheon.

#### TECHNOLOGY COORDINATOR'S REPORT

1. Recent issues with Internet connectivity. Replacing 2 switches (7+ years old) one firewall (5+ years old) to attempt to determine issue.

#### REFERENCE DEPARTMENT REPORT

##### Displays:

Christmas

##### Non-fiction:

Amelia Earhart, Excel, Tiger Woods, Biographies, Resumes, Sarah Palin, Bob Marley, GED, how to build stairs

##### Fiction:

James Patterson, Terri Blackstock, cliff notes, Christmas Sweater (Glenn Beck), Jack Olsen, Precious (novel), Nicholas Sparks

##### Books ordered:

Reorder: The Historian by Elizaeth Kostova

Committed by Elizabeth Gilbert

The Library: illustrated history

You having a Baby

**Stones into Schools: Promoting Peace with Books, Not Bombs, in Afghanistan and Pakistan**

Facebook Marketing for Dummies

Facebook Me!

Twitter Power

Twitter for Dummies

##### Computers:

Printing, save resumes and send to email address, computer classes question, how to use opac

##### Other:

Non-fiction weeding and shifting, non-fiction inventory, filling displays, President's project (do we have a book on each president in our collection)

Library Projects: Adult Area 2010  
Update Reference Books  
Finish non-fiction inventory  
Collection Development Non-Fiction  
Finish Catalog Clean-up Project

#### LONG RANGE PLAN

1. In 2009 we approved an 18 month plan of service. With regard to #2 under New Business a full 3 year plan will probably soon be due. Be thinking of things you see being done at other libraries or even other places i.e. bookstores that would fit into our mission.

Possibly due June 2010 for state's new fiscal year. Trustees asked to brainstorm and return with ideas.

#### TECHNOLOGY PLAN

1. No plan changes, but we have dropped our online backup due to costs.  
2. Considering the purchase of two mac-minis for patron use. The little critters are small and can run both MAC and Windows operating systems. The MAC we currently have has given us little or no trouble at all. Price each @\$599.00.



Mac-Mini

Noted for future discussion/purchase  
added 1/19

3. For our various meeting areas, would like to see us use, in addition to the paper calendar, some sort of an online component. Viewable only to staff, would help with cleaning schedules, equipment scheduling, room arrangement.

#### DIRECTOR'S REPORT

1. Was recommended that we may want to investigate assisting with the formation of a Boys/Girls Club for our area. Will forward information as it becomes available.

Carolyn Higgins volunteered to investigate and Director to do same and report later. Program is expensive, but funded on a county by county basis with little (assumed) cross-county programs.

2. Beginning 3 week presentation for 5<sup>th</sup> grades at Prairie View Elementary. Working on research skills for History Fair. Following Indiana Academic Standards.

3. Beginning **February 1**, will be working on a 5 week presentation similar to Junior Achievement. Will focus on business, marketing etc., and scope is taken

from Indiana State Education Standards.

A question was posed regarding an approximate amount of time that the Director is out of the library presenting these programs. He stated that about three hours per month is the average.

4. Working on annual report for 2009...barely scratched the surface and the deadline is now looming!
5. Will need a bit more time regarding forms for snow removal and lawn care, but will easily be done by March/April.
6. Have been asked to serve on the Indiana Public Library Association board. Term is for 2 years. Next meeting is (*I have no clue where*) on February 4.
7. 5<sup>th</sup> grade programming @ OTE on January 18.
8. Meeting with Jessica Jacko from the Indiana State Library to make sure we are complying with new standards.
9. Working on new (lower cost) online backup service through ProInfo-USA (folks who installed PC-COP). Another quote is forthcoming I believe.
10. Working with Indiana Library Federation as Legislative regional coordinator (responsible for getting information out regarding legislative updates and answering questions).

Added 1/18

11. Working on a pc computer class for 5<sup>th</sup> grade students @ OTE. Will be coordinating with other staff members to do the program though. I'm already booked for all Mondays in February.
12. Information attached from Indiana State Library, Library Development Office about programs they offer specifically for Trustees...attached.

UNFINISHED BUSINESS

NEW BUSINESS

1. Close library for upcoming ILF conference May 4. Conference will be held in Michigan City, at the Stardust Event Center.

Moved by Wendy Glon and seconded by Carolyn Higgins to close the library on Tuesday, May 4, to allow staff to attend the ILF District I conference. Carried.

2. Updated/changed Standards from the Indiana State Library.

## OTHER BUSINESS

1. Question was posed why we have to pay for trash pick-up to town when we don't even use that service? Carolyn Higgins to investigate and report back.
2. Noted that more concrete slabs in the front of the building are beginning to sink as well as those in the sidewalk in the back of the building. Director to contact companies for price quote and report results.
3. Rosetta Stone programs have been received. \$500 each. Amy Schrock noted we will be circulating this as a package that includes the documents and a laptop, but will be for in-library usage only.

## PAYMENT OF CLAIMS

Moved by Mike Bailey and seconded by Scot Squires that claims be allowed as presented. Carried.

## ADJOURNMENT

Adjourned at 8:07

## CALL TO ORDER AS BOARD OF FINANCE AFTER REGULAR MEETING

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Nancy Niespodziany,  
Vice President

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Tom Pietrzak,  
Secretary

SPECIAL MEETING OF THE NEW CARLISLE - OLIVE TOWNSHIP PUBLIC LIBRARY  
MEETING AS A BOARD OF FINANCE.  
TUESDAY, FEBRUARY 19, 2010

AGENDA

CALL TO ORDER

Called to order by Nancy Niespodziany at 8:08 p.m.

PRESENT

Nancy Niespodziany, Tom Pietrzak, Mike Bailey, Scot Squires, Wendy  
Glon, Carolyn Higgins, Amy Schrock, Stephen Boggs

GENERAL BUSINESS

It was moved by Tom Pietrzak and seconded by Mike Bailey that the  
officers serving for the Library Board of Trustees do the same for the  
Board of Finance. Carried.

For the record the library uses both depositories (Wells Fargo and First  
Source) in New Carlisle. Currently the Library Improvement Reserve  
Fund and the Café fund are on deposit at First Source Bank. The  
balance of all other funds are on deposit at Wells Fargo.

Regular certificates of deposit are used and the library is switching to  
an interest bearing checking account.

ADJOURNMENT

The Board of Finance was declared adjourned at 8:20

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Nancy Niespodziany, Vice President

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Tom Pietrzak, Secretary