

The Monticello Union Township Public Library Board of Trustees met in regular session on Monday, May 9, 2016, at 7:00 p.m. in the library program room. Board members present were: Art Morgan, Frank Walker, Tom Herman, Emily Thacker, Valerie Carson, Lilly Bouwkamp, and Kathy Henney.

Approval of Agenda - President Art Morgan called the meeting to order. He asked to adjust the agenda to allow for the OMS-RFID Vendor to report first. Kathy moved to amend the agenda and Emily seconded the motion. Motion carried.

Approval of Minutes – Tom moved to accept the April minutes as presented and Valerie seconded the motion. Motion carried.

OMS-RFID Report – As we continue to plan for the future of the MUTPL and look at renovating or expanding, Kevin, a representative from Bayscan Radio Frequency ID of Cleveland, discussed new technology for our consideration. This technology reads a tag via radio waves and can facilitate security, inventory, material handling and sorting, and self-check-out. This includes security gates, hand held scanners, and sorting units. Currently, three Indiana libraries are using their technology: Mooresville, Hancock County, and Avon/Washington Township. The total cost could be around \$30,000.

Business and Finance –After discussion of the high cost of repairs by McDonalds, the April claims were approved as presented as moved by Tom and seconded by Kathy. The motion carried.

Director's Report

- Budget and Finance – Sharon prefers to use AVC Technology as the least costly and simplest accounting software program for future use.
- Building – The projector lamp needs to be replaced at a cost of \$299 from Epson.
- Grants – Monica received \$1000 from the White County Community Foundation for her Little Libraries Project.
- Professional Development – Monica attended a HR workshop recently.
- Programs – The library and Parks Department celebrated Earth Day at Altheer Park. Adam Miller presented a bicentennial focused music and history program that was well received. MUTPL will participate for six weeks in the summer Farmer's Market with the Power of Produce.

New Business

1. **Code of Ethics** - Monica presented a Code of Ethical Conduct for the MUTPL staff to sign as suggested by the Indiana State Internal Controls. Valerie moved to accept the code and Emily seconded it. The motion carried.
2. **Personnel Actions** – Monica is recommending for hire as part time Youth Services Clerk, Makenzie Comer and Edith Montoya. Emily moved to accept these personnel recommendations and Kathy seconded. The motion carried.
3. **ADP HR Bundle Quote** – Monica recommended moving to the next level of ADP services which includes HR assistance and background checks for employees and volunteers (limit 5 per year.) We currently use local sheriff/city police departments to conduct limited background checks. This would cost \$419.04 annually. Lily moved to accept this recommendation and Valerie seconded the motion. Motion carried 3 to 2.
4. **Free Little Libraries Project** – Monica asked the board to contribute \$1000 toward this project to promote literacy and the love of reading by building free book exchanges. This is a worldwide project with over 36,000 Little Free Library book exchanges. Residents will have access to these Little Free Libraries year round, 24/7. They will be posted downtown, at Altheer Park, and at all

CDC group homes. The White county Community Foundation is contributing \$1000 and Monica is asking the City of Monticello and CDC to contribute \$500 each for a total of \$3000 for this project. Tom moved to give \$1000 and Emily seconded it. The motion carried.

Items

- **New Board Member** –Lily Bouwkamp is joining us as a new board member tonight, replacing Joe Weiss. Welcome Lily!
- **LOIT Special Distribution** - MUTPL received just over \$45,000 from LOIT (Local Option Income Tax). This will be deposited in our Rainy Day Fund as designated by the State.

Comments from President and Staff – Concerns about student behavior at the library were expressed. MUTPL Response- The manager on duty walks around to check on students, security cameras are in place, and there is no loitering outside the building. Library staff does ask patrons to leave if they use obscene language or act inappropriately. The police have been called in the past and they do come and assist. We will continue to monitor this situation.

There being no other business before the board, President Art Morgan asked for a motion to adjourn. Tom moved to adjourn and Emily seconded the motion. Motion carried and the meeting was adjourned at 9:00 p.m.