

The Monticello Union Township Public Library Board of Trustees met in the Library Conference Room, Monticello, Indiana on November 11, 2013 at 7:00 p.m. in regular session.

The meeting was called to order by president, Art Morgan, who presided. On call of the roll, all members of the board were present as follows:

Present: Art Morgan, Frank Walker, Joe Weiss, and Emily Thacker. Eric Pampel, Kathy Henney and Tom Herman were absent.

### **Approval of Agenda**

The agenda was amended to include a change in the job description for custodian and a patron reimbursement. It was approved on a motion by Joe and a second by Emily. Motion carried.

### **Consent Agenda**

The October minutes were amended as follows: under Policy Revision, Appendix B was renamed as Reference Check Form not deleted and under Youth Services Purchases, the total cost is \$4,252.69 submitted by Kelley's Interiors AND Kim's Upholstery. It was approved on a motion by Emily and a second by Joe. Motion carried.

### **Business and Finance**

October claims were approved for payment as presented and the Bank Reconciliation form was initialed.

### **Director's Report – Monica Casanova**

- 1. Budget & Finance** – 2014 Budget was submitted through Gateway to the State. Health insurance rates for 2014 were introduced. Expenditures are at 75% vs. 80% where expected at this time of year.
- 2. Building & Maintenance** – Xtreme returned to paint the handicap accessible ramp for increased visibility following complaints from CDC staff.
- 3. Publicity & Outreach**– The library appeared in the Herald Journal 20 times in October. The Youth Services Department in collaboration with the Parks Department held their second skate competition with 19 skaters participating.
- 4. Professional Development** – Jill Stange from the Indiana State Library provided training for front line staff on the Affordable Care Act. The staff were trained on the number of online resources, but are not expected to sign anyone up.
- 5. Technology** – There have been interruptions in internet and network service. Scotty has been working hard to remedy those problems. He has upgraded the antivirus and malware software programs and instituted a calendar to run updates on staff computers.
- 6. Grants**- Monica attended an interview with the White County Community Foundation to answer questions about the library's grant proposal to construct an enclosed teen area. The foundation will contact the library on their decision to fund or not fund the project before the end of the year.

### **Items**

**Insurance Renewal**- Insurance rates were presented. If the library renews the current health insurance plans by December 1, the library will be able to lock into a 5.7% rate

increase through 2014. If the board decided to wait until January, rates are anticipated to increase by 40-60%. Dental is slated to increase by almost 40%. A more affordable dental plan is available through Delta Dental. HSA accounts of \$750 for each manager (four total) would cost the library \$3,000. Including the library's contribution and HSA the library's total contribution for 2014 would be \$13,137.60. Frank moved that the rates and HSAs be renewed and Emily seconded. Motion carried.

**Financial Meeting** – The board selected Monday, December 30 at 10 a.m. for the end of the year finance meeting.

**Employee Manual Policy Revisions** – See the attached revisions for Nepotism and Leave without Pay. Frank moved that the revised policies are adopted, Emily seconded. Motion carried.

**Library Policy Revisions** – See the attached revisions for Meeting Room Policy, Food for Fines, and Purchasing Policy. Emily moved that the policies be adopted, Frank seconded. Motion carried.

**Custodial Job Description** – See attached revision for the Custodial Job. Frank moved and Joe seconded to change the high school requirement to preferred. Motion carried.

**Reimbursement**- Frank made a motion to reimburse a patron's check for the cancellation of a program room reservation, Emily seconded.

**Board Training Manual**- Monica reviewed the Board member's job description.

**Adjournment:** Emily moved for adjournment and Frank seconded. Meeting adjourned at 8:45 pm.