

The Monticello Union Township Public Library Board of Trustees met in the Library Conference Room, Monticello, Indiana on December 9, 2013 at 7:00 PM in regular session.

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

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

Approval of Agenda

The agenda was approved as corrected to reflect the date for the next meeting of December 30, 2013 at 10:00 a.m. as moved by Frank and seconded by Eric.

Approval of Minutes

The November minutes were approved as presented as moved by Joe and seconded by Kathy. Motion carried.

Business and Finance

Eric moved that the November claims be paid as presented and the motion was seconded by Frank. Motion carried.

Director's Report – Monica Casanova

- 1. Budget & Finance** – Monica & Sharon attended the Library Annual Report & Budget Workshop recently. Sharon will now be the custodian for petty cash. Year-end reports will be submitted to the State Library on March 1. The Friends of the Monticello Public Library book sales will now be held at the library instead of the Knights of Columbus Hall. This will result in less financial support from the Friends.
- 2. Personnel** – Annual performance reviews are underway.
- 3. Building & Maintenance** – Mulhaupt's repaired the faulty alarm. The Lock Doctor repaired the attic lock. Scheurich's repaired a public toilet. McDonald's complete preventative maintenance. The microfilm reader's printer was repaired.
- 4. Programs** – The Youth and Adult Services Department in collaboration with the Parks Department celebrated National Gaming Day. E-Reader classes continue to be popular.
- 5. Endowment Fund Raising** – MUTPL received two \$1,000 memorial donations in 2013 and about \$130 has been donated through the library banks. Tri Kappa donated funds to the youth Services Department. A donate button will be available on the new website through Pay Pal. Appeal letters will go out to philanthropic and service organizations by the end of the year.
- 6. Technology** – The new ADA compliant website is scheduled to go live on December 10. Smart IT will come on December 19 to sort out network and internet connectivity issues. We have been assured by our internet provider that we have enough band width for current activity.

Items

1. **Salary Ordinance 2014** – Frank moved that we accept the Salary Ordinance as presented and Emily seconded. Motion carried. See attached 2014 Payroll Projection.
2. **Payroll 2014 Calendar** – Monica presented the payroll calendar for 2014 to include 27 pays.
3. **Holiday Closings 2014** – The following are paid holiday closings for qualified staff: Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving Eve (close at 5PM – does not qualify for holiday pay), Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day Joe moved that we accept the holiday closings and Kathy seconded it. Motion carried.
4. **Non-Resident Fee 2014** – Monica suggested that the non-resident fee remain at \$60 to be similar to the tax paying patron fee per year. This applies to a patron living outside the MUTPL district where no township contract exists. Kathy moved to accept the \$60 and Eric seconded it. The motion carried.
5. **Capital Projects 2014** – Monica presented a list of suggested Capital Improvements for the coming year to including:
 - replacing the antiquated fire alarm monitors at a cost of \$2,019 to come from LIRF.
 - painting the exterior trim, \$8,100 (LIRF)
 - stripping and painting two walls in Childrens', \$2,200 (Children's Gift Fund)
 - Attaching projector to ceiling in program room, \$500 (Operating Fund)
6. **Personnel Actions** – Monica recommended the dismissal of Alan White, custodian and the hiring of Maria Monge at \$8.25 per hour for 26 hours weekly. Emily moved we accept these recommendations and Eric seconded. Motion carried.
7. **Surplus Inventory** – Eric moved and Frank seconded that we allow Monica to dispose of the Surplus Inventory List. Motion carried.
8. **Professional Development** – Monica requested permission to attend the Public Library Association Conference in Indianapolis, IN on March 12-14 at a cost of \$370. She may choose to take a manager with her at her discretion. Joe moved in favor of the request and Kathy seconded. Motion carried.

There being no further business before the MUTPL Board the meeting was adjourned at 8:04 as moved by Frank and seconded by Emily. Motion carried.