

**The Monticello Union Township Public Library Board of Trustees met in the Library Conference Room on March 10, 2014, at 7 p.m. in regular session.**

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

**Approval of Agenda**

President Art Morgan called the meeting to order and asked for a motion to accept the agenda as amended to include discussion mileage reimbursement. A motion was made by Joe to add this for discussion and seconded by Emily. Motion carried.

**Approval of Minutes**

The February minutes were approved as presented as moved by Frank and seconded by Eric. Motion carried.

**Business and Finance**

February claims were approved as presented as moved by Eric and seconded by Joe. Motion carried. Carol is continuing to train Sharon on the cash reconciliation form, Gateway, and preparing the library's operating budget. The appropriation report showed higher than average spending on a couple of line items. Due to weather conditions additional cleaning and office supplies were needed.

**Director's Report – Monica Casanova**

1. Personnel – Two job vacancies were filled: teen librarian and evening Circulation clerk. A new job position has to be created to fulfill the ALA/Dollar General grant of providing an ESL instructor. The position will be temporary and will be funded through the grant. The position has to be posted and advertised. The pay is for \$8.25 and is a two hour/per week position. The library closed on February 5 and closed early on February 17 due to weather and road conditions.
2. Building – McDonald's repaired two soldier lights that were tilting dangerously. McDonald's also completed the winter preventative maintenance for the HVAC system.
3. Reports-All required state reports have been submitted. The Cash & Investment Combined Statement was published in the Herald Journal on February 28.
4. Technology – ENA will now provide the library's firewall. They will also host and provide maintenance.
5. Professional Development – April 4 is the library's in-service day. Amy Paget and Tony Carrell will be the speakers.

**Old Business**

1. Children's Services Wall Quote – Based on the quotes submitted and following the recommendation by Monica, Twin Lakes Painting was selected. Frank moved to accept this recommendation and Emily seconded. Motion carried.

**New Business**

1. Personnel Actions – Joe moved and Emily seconded that we accept permanent status for Doe Slusarski, Melissa Funfsinn, and Sharon Bail and the hire of Amy Pfanschmidt as part-time Teen Librarian. Motion carried.
2. ESL Instructor Position – Frank move and Eric seconded the ESL Instructor job description. Motion carried.
3. Staff In-Service Day –
  - a. Closing to the Public-Joe moved and Eric seconded that the library close on Friday, April 4 from 9 a.m.-12 pm for staff training. Motion carried.
  - b. Speaker Quotes- Joe moved and Eric seconded that the library hire Tony Carrell and Amy Paget as speakers for the staff in-service day.
4. Liberty & Honey Creek Township Service Contracts – Joe moved to accept the library service contracts for Honey Creek and Liberty and Frank seconded. Motion carried.

#### **Announcements**

1. **Heart Presentation-** Monica will discuss library programs on March 11.
2. **Kiwanis Presentation-** Monica will present to Kiwanis on March 17 on library programs.
3. **Rotary -** Monica has been nominated to join the brand new Associate chapter. A vote will take place to accept her membership.
4. **Main Street Steering Committee –** Monica has been invited to join the Main Street Steering Committee. Main Street's aim is to revitalize Indiana's downtowns.

#### **Adjournment**

There being no further business, president Art Morgan asked for a motion to adjourn. Frank moved for adjournment and Joe seconded. Motion carried. Meeting was adjourned at 7:57 pm.