

The Monticello Union Township Public Library Board of Trustees met in the Library Conference Room on May 12, 2014 at 7 p.m. in regular session.

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

Approval of Agenda

President Art Morgan called the meeting to order. He asked for a motion to amend the agenda in order to discuss Educational Tours under Announcements. A motion was made by Eric and seconded by Tom to amend the agenda. Motion carried.

Approval of Minutes

The April minutes were approved as presented as moved by Joe and seconded by Eric. Motion carried.

Business and Finance

April claims were approved as presented as moved by Eric and seconded by Frank. Motion carried.

Director's Report – Monica Casanova

- **Budget and Finance-** The Department of Local Government Finance informed the library that a \$9,832.24 shortfall is to be expected due to circuit breaker credits. Monica believes the library will be fine since there was a surplus of \$50,000 at the end of FY2013. Managers have been informed that the library has to operate with about \$10,000 less than expected so they are conscious of the budget's limitations and will restrain spending.
- **Building** – McDonalds has returned to repair a soldier light that had fallen over causing the plexiglass to shatter.
- **Programming Highlights-** In celebration of National Poetry Month, the library hosted jazz poet Don Seybold and a jazz duo. About twenty people attended. *The Herald Journal* wrote a nice article about it.
- **Publicity and Outreach** – The library appeared in *The Herald Journal* 18 times in April. Youth Services conducted 15 outreach visits, while the Adult Services Department served 5 outreach patrons. The Youth Services Department and the Parks Department collaborated on a Teen Flashlight Egg Hunt. The library hosted its first ever Edible Book Festival. Cathy Gross signed ten people up for the county/city's emergency notification system over three days. Monica, Art Morgan, and Sean Manahan requested the city's permission to host a Craft Beer Garden during the library's Art Show. The council gave their permission though the city's attorney explained the city had no jurisdiction over the library.
- **Technology** – One on one tech classes continue to grow in popularity. Each manager has taught at least one tech class in April.
- **Professional Development** – The library staff enjoyed a half-day of training. Amy Paget, the Assistant Director of Tippecanoe County Public Library facilitated a discussion on the library's mission, vision, and values. Though the library has a written mission statement, there are no written values or vision statements.

- **Broadway Art Show** – A second art show meeting took place in April. The committee has grown to include a new member, Susan Manahan, co-owner of The Scoreboard. An application for a temporary site license has been filled. Pre-sale tickets for the biergarten will cost \$10 and will be on sale starting May 13. Both The Scoreboard and the library will be selling them.

Old Business

Evergreen Indiana Bylaws Amendment – The following amendments are presented for approval – Section II c - The integrated library system has been free since 2009 from the Indiana State Library via grants. Annual fees for membership will now be due annually starting in 2016. (\$1,750 in 2016, \$2,625 in 2017 and \$3,500 in 2018). Section II g – a member library has the right to a current copy of its catalog database. Section IV d & e– revision in procedure for setting the Executive Committee election slate and timeline. Joe moved that the higher fee for the next three years based on reviewing our tiers be approved and Frank seconded that we accept the proposed amendments. Motion carried.

Investment Policy Revision- Eric moved that the amended investment policy draft be approved. Tom seconded. Motion carried. (See attachment)

Broadway Art Show & Craft Beer Tasting- The Director requested that the board approve the purchase of 648 commemorative glasses for the Art & Ale Biergarten to be handed out to Purchase Sponsors and pre-sale ticket holders for \$842.40. Tom made the motion that the board approve the request. Eric seconded. Motion carried.

New Business

Personnel Actions- Tom made the motion that personnel actions be approved as presented. Joe seconded. Motion carried.

Professional Development- Budget Training Workshop The director recommended that she and the bookkeeper attend a budget training workshop in Indianapolis for the cost of \$117.35 to be taken out of the library's operating fund (Workshop/Travel). Joe made the motion the board approve the request. Frank seconded. Motion carried.

Professional Development- Computrain Workshop The director recommended that she and the bookkeeper be approved to attend a Computrain workshop in South Bend for the cost of \$609.94. Joe made the motion that the request be approved. Eric seconded. Motion carried.

Announcements

Educational Tours- Monica announced that Portia Kapraun is working with Education Tours, an educational travel agency to coordinate a European tour of Dublin, London, and Paris for patrons. It will be a special program for book club patrons. Portia can attend for free if she has six patrons sign up to go. The program is scheduled to take place in the fall of 2015. Portia is holding an informational session for patrons at the end of May 2014.

Adjournment

There being no further business, president Art Morgan asked for a motion to adjourn. Joe moved for adjournment and Frank seconded. Motion carried. Meeting was adjourned at 8:15 pm.