

The Monticello Union Township Public Library Board of Trustees met in the Library Conference Room on September 8, 2014 at 6:45 p.m. in Public Hearing in the Conference Room regarding the 2015 Budget.

The Monticello Union Township Public Library Board of Trustees met in the Library Conference Room on September 8, 2014 at 7 p.m. in regular session.

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

Approval of Agenda

President Art Morgan called the meeting to order. Monica asked to add a legal memo from the Indiana State Library under Announcements. Frank moved and Eric seconded to allow for this addition. Motion carried.

Approval of Minutes

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

Business and Finance

August claims were approved as presented as moved by Tom and seconded by Eric. Motion carried.

Director's Report – Monica Casanova

1. **Budget & Finance** – The proposed 2015 operating budget was advertised twice in the *Herald Journal*. The County Council will conduct a non-binding review of the budget on September 15. Health insurance rate are expected to increase by 11.5%.
2. **Building** – Recent heavy rains have caused the roof to leak. Russell Contractors will repair the roof and Lake Shore Glass plans to install custom metal pieces to reinforce the windows in the clearstory. Terry Lacey installed his art piece on September 7. Twin Lakes painting is still planning to paint the exterior trim before winter.
3. **Personnel** – Scott is advertising for a circulation clerk. Melissa has filled three of the four positions in the Youth Services Department. Scott Miller is working 9 additional hours as part of a semester long internship that is required for him to complete his degree in Library Technical Assistance.
4. **Programming Highlights** – Lego League has started again. The Concert on the Lawn series has ended. The Summer Reading Program showed an increase in Children and Adult sign ups and completion rates overall.

Old Business

1. **Broadway Art Show** – Total art sold was \$22,494.10 making a profit for the library of \$6,362.86 for the Buildings and Grounds Endowment Fund.
2. The Art & Ale earned \$1,360.52 but with expenses of \$1419.69 there was a loss of \$59.17.

New Business

- 1. Personnel Actions** – Resignations were presented from Megan Early, part-time Youth Services Clerk and Marie Brown, full-time Youth Services Assistant. Monica recommended the following new hires: Lynn Huston, part-time Youth Services Clerk, Leslie Bruder, part-time youth services Clerk and Doe Slusarski, full-time Youth Services Assistant. Joe moved that we accept these resignations and Monica's recommended new hires. Tom seconded and the motion carried.
- 2. Professional Development** – Monica requested to attend the 2014 Legislative Fall Forum on October 7 in Carmel, The Solidifying Your HR Foundation on October 8 in Carmel, and the ILF Annual Conference in Indianapolis on November 18-19. The total cost for the three workshops is \$582. Joe moved that we allow for the professional development and Emily seconded it. Motion carried.
- 3. Surplus List** – Monica presented a list of obsolete or no longer working items to be recycled. These include: midi cord, miscellaneous disks, 2 monitors, 1 circulation PC and 1 adding machine. Eric moved that we recycled these items and Tom seconded it. Motion carried.
- 4. eBook Reader Policy** – Monica presented an eReader Borrowing Policy and Checkout Agreement as we now have two eReaders ready for circulation. Patrons must be 18 years of age or older and accept full responsibility for the eReader. These will be launched on September 18, which is National eReader Day. Frank moved to accept the new policy and Emily seconded. Motion carried.

Announcements

- 1. Affiliation Agreement for the Ivy Tech Internship** was shared.
- 2. Board & Staff Social Meeting** – The board is interested in having some kind of meet and greet with the Library Staff. Monica will look into this.
- 3. Certificate of Appointments-** Monica is in the process of finding all certificates of appointments to the library board. She will make a database to keep track of the appointments and ensure proper staggering of terms.
- 4. Information Legal Memo from the Indiana State Library Board to Indiana public Libraries** – Frequently asked questions about Library Trustees was shared with each board member.

President's Comments – Art noted that any donations to the Friends of the Library will be made directly to a library clerk. Thank you to the clerks for accepting these donations.

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 7:54 pm.