

July 13, 2015

The Monticello Union Township Public Library Board of Trustees met in the Library Conference Room on June 13, 2015, at 7:00 p.m. in regular session. Board members present were: Art Morgan, Tom Herman, Frank Walker, Joe Weiss, and Kathy Henney. Eric Pampel and Emily Thacker were absent.

Approval of Agenda - President Art Morgan called the meeting to order. Monica requested to add a power wash quote under new Items. Joe moved and Frank seconded that we accept the Agenda as amended. The motion carried.

Approval of Minutes - The June minutes were approved as presented as moved by Joe and seconded by Tom. The motion carried.

Usability Study – MKM Designs and OMS

- Andy Mitchell from MKM Designs in Fort Wayne presented their proposed usability study for consideration. They are currently remodeling libraries in Wabash, La Porte, and Waterloo. They have worked in White and Tippecanoe counties on senior living facilities and the White County Hospital. Their goal is for the library to remain relevant in the coming years.
- Matt Mayol from OMS in Indianapolis presented their proposed usability study for consideration. They are a 99 year old company with a focus on public library design. OMS has completed 14 public library projects. The estimated cost for their study is \$10,000.

Business and Finance - June claims were approved as presented as moved by Tom and seconded by Kathy. The motion carried.

Director's Report – Monica Casanova

- **Budget and Finance** – The first tax settlement was received in the amount of \$209,555.36. DLGF has notified us that we are able to raise next year's budget by 2.6%
- **Personnel** – Sue Scott has resigned from the Youth Services Department.
- **Building** – Goodwin Fire Equipment replaced all ineffective fire extinguishers. McDonald's completed summer preventative maintenance.
- **Programming** – Summer Reading Program goals were met.
- **Broadway Art Show/Art & Ale Biergarten** – There are 60 confirmed artists for the upcoming July 24-26 show.
- **Professional Development** – The practice computer competency exam is scheduled for July 28 and 31 in preparation for the exam in August.

Old Business

Mobile Flip Top Tables – The Stationair's Express presented a quote for \$2,260 for 4 tables compared to the internet quote of \$2,865. Tom moved that we purchase these tables from LIRF and Frank seconded the motion. Motion carried.

New Business

1. **Tentative 2016 Budget** – Monica distributed the proposed 2016 tentative budget. It includes a 2.6% overall increase, with full time employees getting a 2% raise and the base pay increasing to \$9.00 per hour.
2. **Personnel Action** – Sue Scott resigned her part-time Youth Services Clerk position. Monica recommended increasing current employee Nayeli Rios to full-time Youth Services Assistant and hiring Sondra Price as part-time Youth Services Clerk. Joe moved to accept these recommendations and Tom seconded the motion. Motion carried.

3. **Professional Development** – Monica requested to attend the ACPL Conference in Fort Wayne on August 7. Mileage cost is \$138. Joe moved and Kathy seconded to approve this request. Motion carried.
4. **MCLS Scholarship Application** – Monica wishes to apply for the Harwood Public Innovators Lab Scholarship to fund her attendance at the October 14-16 conference in Detroit on “Turning Outward”. Joe moved that Monica be allowed to apply for the scholarship and that the library would cover the cost of mileage for \$230 in the event that she is awarded the funds. Frank seconded the motion and the motion carried.
5. **Surplus List** – Monica presented a surplus inventory list including 4 boxes of outdated audiobook cassette cases, a broken metal ladder, 1 credit card machine that is no longer used, 1 computer monitor and computer that do not work. Frank moved that Monica dispose of or recycle the items. Tom seconded the motion and the motion carried.
6. **Cass Township Contractual Agreement** – Mike Smoleck, Cass Township Trustee, requested to pay \$50 per library card for Cass Township residents and patrons to pay \$10 for each library card. Issued. Joe moved and Kathy seconded the motion. Motion carried.
7. **Computer/Internet Acceptable Use Policy** – The Computer/Internet Acceptable Use Policy, Section 3.15 was reviewed as required. Kathy moved to continue to use the existing policy and Frank seconded the motion. Motion carried.
8. **Health Insurance Policy** – Change to state “employees who work 30 hours per week consistently are eligible for benefits on the first of the month following 60 days of employment. Kathy moved to accept this policy change and Frank seconded it. The motion carried.
9. **Evergreen Indiana Bylaw Amendment** – The board, as moved by Joe and seconded by Kathy, agreed to accept the new language in regard to the name and mission of Evergreen Indiana.
10. **Biergarten Catering Agreement** – The board, as moved by Frank and seconded by Tom, voted to accept the Special Event Catering Agreement with The Scoreboard for the upcoming Art & Ale Biergarten event.
11. **Smart Board/Micro PC Quote** – Monica presented a quote for \$7,772 to purchase 1 SMART Board and 1 Micro PC to be used by MUTPL staff and patrons. The Friends of the Library committed \$6,000 for this purchase, leaving \$1,772. Joe moved that we expend the \$1,772 from the Gift Fund (Appeal Letter 2014) for this purpose. Tom seconded the motion and the motion carried.
12. **Power Wash Quote** – Monica presented a quote from Collier’s Pressure Washing for \$550 to power wash the sidewalks in preparation for the upcoming Broadway Art Show. Discussion followed and it was decided to table this request due to the cost.

There being no other business before the board, President Art Morgan asked for a motion to adjourn. Frank moved and Kathy seconded for adjournment. The meeting was adjourned at 9:14 p.m.