

The Monticello Union Township Public Library Board of Trustees met in the Library Conference Room on September 14, 2015, at 6:45 p.m. in Public Hearing regarding the 2016 Budget.

President Art Morgan called the Public Hearing to order at 6:45 p.m. with all board members present. This meeting was advertised via Gateway as required. No members of the public attended.

The Monticello Union Township Public Library Board of Trustees met in the Library Conference Room on September 14, 2015, at 7:00 p.m. in regular session. Board members present were: Art Morgan, Tom Herman, Frank Walker, Joe Weiss, Emily Thacker, Eric Pampel, and Kathy Henney.

Approval of Agenda - President Art Morgan called the meeting to order. Monica requested to add Word Wise and Bravo for the Arts under the Announcements section of the agenda. Joe moved to accept the agenda as revised and Tom seconded the motion. The motion carried.

Approval of Minutes - The August minutes were approved as amended – to spell correctly Architura- as moved by Joe and seconded by Frank. The motion carried.

Business and Finance – August claims were approved as presented as moved by Kathy and seconded by Eric. The motion carried.

Director's Report – Monica Casanova

- **Budget and Finance** – All required forms have been uploaded and updated through Gateway. Monica will attend the non-binding budget review by the County Council at their meeting on September 21.
- **Personnel** – We are in need of one Youth Services clerk, after the resignation of Evelyn Belcher from that position.
- **Building** – Jim McDonald replaced a detector for the outdoor light system to ensure proper night lighting of the property. Some lights had not been working at night.
- **Professional Development** – Monica participated in Allen County Public Library's Unconference. She brought back the idea of dumping Dewey as a classification system in public libraries.
- **Fundraising** – MUTPL hosted an open house for students returning to school. The International Festival will be held on Saturday, September 19th from 4-6 p.m. Members from our international community participate by sharing food, art exhibits, and take home crafts. A Latin band from Chicago will perform as well.
- **Technology** – Staff members took the tech competency exam and all passed with above 90% average. Scotty Miler is working on updating the tech plan for 2016-2018 as required by the State Library. New copiers and a SMART Board have been purchased and installed for use by staff and the public.

New Business

1. **Personnel Action** – Monica recommended accepting the resignation of Evelyn Belcher as part-time Youth Services Clerk and granting Permanent Status to Nayeli Rios and Chris Hunckler. Joe moved to accept these recommendations and Tom seconded the motion. The motion carried.
2. **Policy Revisions** – See attached
3. **Youth Services Request** – Monica requested to purchase a circulation/information desk in the Teen Area for the Teen Librarian. The cost from Stationair's Express is \$1103 and would come from the Children's Gift fund. Frank moved to purchase the desk and Tom seconded the motion.

Discussion followed regarding the upcoming Feasibility Study, the need for a scanner and receipt printer to go along with the new circulation desk, and better productivity for the Teen Department. The board voted 5 to 1 to purchase this item and the motion carried.

4. **Countertop Request** – Monica requested the purchase and installation of a new countertop on the south end of the library for patrons to work on their own electronic devices. This would be refurbishing an empty shelving unit by Downey Construction LLC at a cost of \$575. Joe moved to move forward with this request and Tom seconded it. Discussion followed about the upcoming Feasibility Study and the need to wait for suggestions regarding new library layout, furniture, etc. The board voted 1 for and 5 against the motion. The motion was denied.
5. **Surplus List** – A white board is no longer needed as the SMART board replaced it. Emily moved to donate the white board to the Friends of the Library group for disposal or recycle. Eric seconded the motion. The motion carried.
6. **Expansion Proposal** – Eric and Frank are a part of this committee. The goal is for 100% of White County residents to have library service. There are currently 6,067 or 25%, unserved residents. The expansion proposal suggests submitting a petition to residents of Lincoln and Liberty Townships to include MUTPL service. Eric asked us to think about potential benefits to these taxpayers for further discussion.

Announcements

1. **Summer Reading Program** – There was a gain of over 5% participation in the 2015 Summer Reading Program. Suggestions to improve youth and teen participation include: earlier sign ups; school visits prior to summer break, sign up booth at B & G club, finishers party, and a school reading contest.
2. **Donor Luncheon** – The Endowment Committee, including board members Joe and Kathy, have invited 40 guests to lunch at the Lighthouse Lodge on Sunday, September 27. The purpose of this lunch is to thank past donors and to encourage future giving.
3. **Marketing Plan** – Monica presented for review the January 2015-July 2016 Marketing Plan. The goal is to increase patron use of services and event attendance.
4. **Word Wise** – Bill Schlemee presented the idea of using Word Wise instead of the Dewey Decimal classification system. Wells County uses Word Wise, an alphabetical system, for their nonfiction collection. They find their nonfiction collection to be more browsable and patron friendly.
5. **Bravo for the Arts** – This annual event held at The Trails in Lafayette will be on October 14. Grants are handed out and local organizations are recognized for their participation in the arts. Monica usually attends with a board member but she is unable to go this year. MUTPL did not receive a grant from them in the past year.

There being no other business before the board, President Art Morgan asked for a motion to adjourn. Kathy moved and Frank seconded for adjournment. The meeting was adjourned at 8:17 p.m.