

The Monticello Union Township Public Library Board of Trustees met in regular session on Monday, June 13, 2016, at 7:00 p.m. in the library program room. Board members present were: Art Morgan, Emily Thacker, Valerie Carson, Lilly Bouwkamp, and Kathy Henney. Tom Herman and Frank Walker were absent.

Approval of Agenda - President Art Morgan called the meeting to order and asked for the approval of the agenda as presented. Kathy moved to approve the agenda and Emily seconded the motion. Motion carried.

Approval of Minutes – Emily moved to accept the May minutes as presented and Valerie seconded the motion. Motion carried.

Business and Finance –The May claims were approved as presented as moved by Emily and seconded by Lilly. The motion carried.

Jim McDonald was present to answer any questions about the repair and maintenance McDonald Mechanical does for the library. He explained some of their work with heating, air, electrical and the costs.

Director's Report

- **Budget and Finance** --Monica and Sharon are working on internal controls for financial transactions. The staff watched the State Board of Accounts video on internal controls. The Friends of the Library funds will now be managed by our bookkeeper, Sharon, as per The Friends request.
- **Personnel** – MUTPL is fully staffed.
- **Building** – McDonalds replaced a parking lot light. Scheruichs fixed the leak and the HVAC unit in the attic. Pyramid Design installed a donor acknowledgement decal on the window in the lobby.
- **Programming** – The six-week Summer Reading Program has begun. The Power of Produce Program for kids, in partnership with the Farmers Market, is taking place.
- **Broadway Art Show and Art & Ale Biergarten** – So far there are 50 confirmed artists. The annual art show is scheduled for July 29-31. Scoreboard is co-hosting the ale Biergarten portion.
- **Professional Development** –Monica was elected to the Evergreen Indiana Executive Committee. She is one of two librarians representing class B Libraries at the quarterly meetings.
- **Grants** – The LSTA grant proposal was fully funded (\$4,499) for the Little Bits project which will provide tech programming and training for kids.

Expansion Committee report – Valerie reported on the future expansion of the library to include Liberty and Lincoln Townships. The current tax rate is .0612 and MUTPL would request it to be increased to .08 which would result in over \$200,000 more per year for the library. 20% of registered voters in Liberty and Lincoln Townships must agree to the expansion by signing a petition. This would require approximately 311 signatures from Liberty and 68 from Lincoln.

New Business

1. **Blackout Curtains** – Felicia Kelly presented a proposal for 2 pair of custom pleated, flame retardant, lined blackout curtains for the program room at a cost of \$2,540. Monica recommended this purchase, as during movie screenings curtains must be manually put up and taken down each time. These new curtains can be drawn open or closed easily. Kathy moved to purchase the curtains and Valerie seconded the motion. Motion carried.

2. **Materiality Threshold** – State law requires this policy. MUTPL Policy on Materiality and Process for Reporting Material Items states that any erroneous or irregular variances: losses, shortages, or thefts of cash in excess of \$500 or of non-cash items in excess of \$2,000 shall be reported to the State Board of Accounts. All Library employees and board members are directed to comply with this policy. Kathy moved to accept the new policy and Lilly seconded it. The motion carried.
3. **Non-Discrimination Policy** – See the attached new policy.
4. **Unpaid Leave of Absence Policy** – Monica recommended striking the sentences, *Sick leave is in no way intended to be construed as “vacation time”* and under A Full-time Employee – *three days may be used as PTO (paid time off)*. This is to reflect the need to use up all PTO before unpaid days off can be granted. Valerie moved to accept this change and Lilly seconded it. Motion carried.
5. **Personnel Action** – Monica is recommending Amanda Bowles, full-time Youth Services Clerk, for permanent status. Kathy moved to accept the recommendation and Emily seconded it. The motion carried.
6. **LSTA Certificate Resolution** – The purpose of the grant agreement is to enable the State to award a grant of \$4,499 to MUTPL. The purchase of the Little Bits Pro Library with grant money will enable the library to offer STEM programming to 32 young patrons. The grant period begins July 1, 2016 and remains in effect through April 30, 2016. The library portion of the project is \$510. Emily moved to accept the grant agreement and to allow the library to pay \$510 toward the project. Lilly seconded the motion. Motion carried.
7. **Power Washing** – Anew Contractors from Burlington, Indiana submitted a bid to power wash the main entrance, sidewalks, patio, brick exterior, and clean out all gutters at a cost of \$1481. This work is to be done prior to the Art Show on July 29. Funds will come from the Library Improvement Reserve Fund (LIRF) for this expense. Lilly moved to proceed with the power washing and Valerie seconded the motion. Motion carried.
8. **Insurance Policy renewals** – Brad Chesterman from Heiny Insurance submitted proposals from Selective (\$7,181) and Cincinnati (\$7,033) Underwriters for the Line of Business insurance package. ADP also submitted a bid for the Workers’ Compensation portion (\$1,603). Emily moved to accept the bid from Cincinnati via Heiny Insurance and Lilly seconded it. The motion carried.

Items –

- **Indiana State Board of Accounts Internal Controls Video** link will be sent to all board members to watch.
- **Youth Population Concerns** – There have been no more patron or community complaints about the behavior of the youth at the library. Monica has talked with the staff about getting to know the kids and the possibility of inviting parents for a meet and greet. Collaborating with the Boys and Girls Club was also discussed.

There being no other business before the board, President Art Morgan asked for a motion to adjourn. Tom moved to adjourn and Emily seconded the motion. Motion carried and the meeting was adjourned at 8:23 p.m.