

**The Monticello Union Township Public Library Board of Trustees met in the Library Conference Room on March 13, 2017, at 7:00 p.m. in regular session.** Board members present were: Art Morgan, Tom Herman, Val Carson, and Emily Thacker. Frank Walker, Lily Bouwkamp, and Kathy Henney were absent.

**Approval of Agenda** - President Art Morgan called the meeting to order. Tom moved to amend the agenda to allow Cynthia Barger, Director of TrustINDiana and Ryan Fetter from Umbaugh & Associates to present to the board first. Emily seconded it. The motion carried.

**TrustINDiana** – Cynthia Barger, Director of TrustIN provided a power point presentation about what TrustIN does. TrustINDiana focuses on public pool investments. “The purpose of the TrustINDiana program is to provide all Indiana local units of government the opportunity to invest in a common pool of investment assets that preserves the principal of the public's funds, remains highly liquid, and maximizes the return on the investment. TrustINDiana only invests public sector funds in securities and other investments, which are legally permitted pursuant to Indiana State Law and in a manner further defined by the program investment policy. There is no minimum for investing in TrustINDiana, nor are there transaction fees.”

**Building Renovation Update** – Ryan Fetter from Umbaugh & Associates provided two options for a General Obligation Bond- one for a 15 year term and 19 year term for a \$2 million bond. For a 15 year term, the library would pay an interest of \$687,983 for an estimated maximum annual payment of \$182,918 with an estimated annual tax rate impact of .00284. For a 19 year term bond, the estimated interest would \$959,304, for an estimated annual payment of \$159,103, and estimated annual tax rate impact of .00247. The board felt that they needed more feedback from the rest of the board and also from the public. The board suggested a survey of patrons on what they felt was the most important in the feasibility study.

**Approval of Minutes** - The February minutes were approved as moved by Tom and seconded by Val. The motion carried.

**Business and Finance** – February claims were approved as presented as moved by Tom and seconded by Emily. The motion carried.

#### **Director's Report – Monica Casanova**

- **Budget and Finance** – Expenditures have slowed down for the month of February and are near our target goal at this time.
- **Building** – McDonald's Mechanical has been working on repairing the digital sign. The sign was wired incorrectly initially and has short circuited the sign and soldier lights. Wobbly chairs have been repaired by Dye Lumber and a battery was replaced for the alarm panel by Mulhaupts.
- **Personnel**- A new performance review process has been implemented. They will happen more frequently, quarterly instead of bi-annually and they will be more informal in format. Elaine Brandt, the cataloging clerk who's worked at the library for 22 years will be retiring March 30<sup>th</sup>. Bill Schlimme, the Adult Services Manager and Monica Casanova have interviewed four applicants for the position. Monica and Tina Emerick, the Youth Services Manager are recommending permanent status for the Teen Librarian, April Daugherty.
- **Professional Development** – Bill Schlimme and Monica were the trainers for February's session of training. They covered search strategies and identifying popular search engines. Monica is a member of the ILF's Steering Committee for their Strategic Visioning. Seventy librarians from across the state met at Hamilton East Public Library in Fishers to discuss ILF's future as the state's librarian professional association. Monica and Montie Manning, Director of the

Alexandria-Monroe Public Library have worked on a policy draft to institute fine free juvenile cards.

- **Fundraising** – The library hosted an online Lularoe pop-up shop and made \$75 for the library!
- **Strategic Planning** – The library received three quotes from strategic planning consultants. The current strategic plan runs out at the end of 2016. Monica also completed a four-week course on strategic planning.

### **New Business**

1. **Personnel Actions**– Monica recommended permanent status for April Daugherty, teen librarian, Val moved to approve and Tom seconded the motion. Motion carried.
2. **Administrative Purchase Recommendations** –
  - a. **Digital Microfilm Scanner**-Monica recommended the purchase of a digital microfilm scanner for the cost \$10,965. The library has raised \$6020 in private donations from donor appeals in 2015 and 2016. Kean Macowan will donate \$5500 from the Peanut Pusher Fundraiser and grant dollars from the White County Community Foundation. Tom moved to accept these recommendations and Emily seconded the motion. The motion carried.
  - b. **Strategic Planning Consultant**- Monica recommended contracting a strategic planning consultant. The board selected Wiseman Consulting for the cost of \$4200 to lead the strategic planning process.

### **Items**

- **Strategic Plan 2016 EOY** will be addressed at next board meeting

**There being no other business before the board, President Art Morgan asked for a motion to adjourn. Tom moved and Emily seconded for adjournment. The meeting was adjourned at 8:29 p.m.**