

The Monticello Union Township Public Library Board of Trustees met in the Library Conference Room, Monticello, Indiana on January 13, 2014 at 7:00 PM in regular session.

The meeting was called to order by Art Morgan, who presided. On call of the roll, all members of the board were present:

Present: Art Morgan, Frank Walker, Joe Weiss, Eric Pampel, Tom Herman, Emily Thacker, and Kathy Henney.

Approval of Agenda

The agenda was approved as presented as moved by Eric and seconded by Kathy.

Approval of Minutes

The December 30th minutes were corrected as follows: Item #8, Resolution to transfer funds should have been \$921.44 instead of the reported \$479.44. Emily moved to approve the minutes as corrected and Eric seconded the motion. Motion carried.

Business and Finance

Kathy moved that the December claims be paid as presented and the motion was seconded by Frank. Motion carried.

Director's Report – Monica Casanova

1. **Budget & Finance** – Expenditures for 2013 were less than 90% of the appropriated budget. \$20,000 was transferred to LIRF and Rany Day.
2. **Building & Maintenance** – Scheurich's came twice to fix frozen pipes. Tom questioned whether anything could be done to remedy this problem other than running water during frigid temperatures. No solution was offered. McDonald's repaired the handicap door.
3. **Programs** – The 2nd Winter Reading Club, "Cold Nights, Hot Reads", started in mid-December and will run for 4 weeks and is for all ages.
4. **Fund Raising** – The second annual appeal was sent to service organizations in Monticello. So far we have received \$50 from Tri Kappa. Last year we received about \$2,000.
5. **Technology** – The new library website went live on December 10 with the help of Dave Brechbiel. Future training sessions will be scheduled for employees.

Items

1. **Security Camera Tutorial** – Monica demonstrated for the board the use of the security cameras.
2. **IN the Public Trust Trustee Manual Orientation** – Monica passed out Section C of the IN Public Trust Trustee Manual.
3. **Budget Information Update** – Charlie Pride of the State Board of Accounts reported to Monica that unspent money at the end of the fiscal year would remain in the account and does not need to be returned. Monica brought answers from other libraries to her query "What do you do with funds that were appropriated but not expended at the end of the fiscal year?" and "How much money if any do

other public libraries transfer to their non-operating funds?" See attached. She also presented an example of a one-page cash flow statement that would be nice to have.

4. **Murder Mystery Dinner Theater Refund** – 3 patrons requested refunds for the tickets they purchased and could not use due to the rescheduled Saturday night show. Eric moved and Joe seconded that we refund \$205 to these patrons for unused tickets.
6. **Library Technology Plan** - Monica presented the Technology Plan updated calendar. Scot will apply for the LSTA grant by March 1st this year.
5. **INRN 2014 Board Trainings** – Monica distributed a calendar for the 2014 Douglas W. Eberle Not-for-Profit Board Governance Series to be held in Lafayette on a monthly basis. Board members will try to attend some of these sessions at the Lafayette Country Club from 4:00 pm to 6:00 pm at a cost of \$20 per session.
6. **Cataloging Clerk Additional Hours** – Monica recommended the hours of the current cataloging clerk be increased by 2 hours per week to allow for the duties previously done by a volunteer through the Experience Works program. As there is no volunteer currently available, this will allow for continuity of work within processing and circulation. This will cost an additional \$1,132.57 annually. Frank moved that we accept this recommendation and Tom seconded it. Motion carried.

There being no further business before the MUTPL Board the meeting was adjourned at 7:50 pm as moved by Kathy and seconded by Tom. Motion carried.

The Monticello Union Township Public Library Board of Trustees met in the Library Conference Room, Monticello, Indiana on January 13, 2014 at 8:00 PM for a Board of Finance Meeting for the purpose of electing officers for 2014.

Frank moved and Joe seconded that the officers for the MUTPL remain the same as follows:

President – Art Morgan

Vice President – Tom Herman

Secretary – Kathy Henney

Treasurer – Frank Walker

Motion carried.

Meeting was adjourned at 8:10 pm.