

The Monticello Union Township Public Library Board of Trustees met in the Library Conference Room on February 10, 2014, at 6:30 p.m. in executive session to discuss personnel matters. Art Morgan, Frank Walker, Joe Weiss, and Kathy Henney were present.

The Monticello Union Township Public Library Board of Trustees met in the Library Conference Room on February 10, 2014, at 7 p.m. in regular session.

Board members present were: Art Morgan, Joe Weiss, Frank Walker, Emily Thacker, Eric Pampel, and Kathy Henney. Tom Herman was absent.

Approval of Agenda

President Art Morgan called the meeting to order and asked for a motion to accept the agenda as amended to include discussion of the Director's salary discrepancy. A motion was made by Frank to add this for discussion and seconded by Eric. Motion carried.

Approval of Minutes

The January minutes were approved as presented as moved by Joe and seconded by Eric. Motion carried.

Business and Finance

January claims were approved as presented as moved by Emily and seconded by Frank. Motion carried. Monica will find out what is in the lock box. Carol and Sharon are still reconciling expenditures from 2013 and therefore there was no appropriations report for the month.

Director's Report – Monica Casanova

1. Personnel – Performance reviews are complete. There are two job openings at the library; part-time evening clerk and part-time teen librarian. Due to travel advisory levels in the county, the library closed on January 6 and 7 and delayed opening until 12 pm on January 27.
2. Building – Frozen pipes in the Children's area continue to be a problem during the frigid weather. However, the removal of plywood in that area may have contributed to this issue. Plywood has been replaced and action from Scheurich's will be delayed until we determine the need for it.
3. Technology – Internet capacity has been increased from 10 Mbps to 15 Mbps and fiber has been updated. The library currently has a firewall but it is not being managed by ENA. They do provide this service at \$90 per month. Monica will explore other vendors to save money.
4. Professional Development – Portia Kapraun and Melissa Funfsinn are attending Leadership White county.

Policy Committee Report – (see attached)

1. Vacation Leave Policy has been updated. It will be amended to define vacation leave as paid time off. Frank moved to accept this amended recommendation and Kathy seconded it. Motion carried.

2. Laptop Policy has been added due to the use of laptops by library patrons over the age of 18 at the library. Frank moved and Eric seconded to accept this policy. Motion carried.
3. Job description updates have been added for the Youth Services Assistant. Joe moved and Kathy seconded that we accept these updates as presented. Motion carried.
4. A job description for the new position of Teen Services Librarian was added. Frank moved and Emily seconded that we accept this job description as presented. Motion carried.

Old Business

1. Teen Librarian hours change/pay – In order for this employee to work three seven-hour days the total hours per week was increased from 20 to 21 hours as recommended by Monica. Joe moved to accept this recommendation and Kathy seconded. Motion carried.
2. Director's Salary Discrepancy – In order to match the pay scale of other directors, Joe moved that the board fix the discrepancy in the pay of director, Monica Casanova, for 2014. This will make her annual salary \$41,085 and not \$39,535. Eric seconded it and the motion carried.

New Business

1. Personnel Actions – Frank moved and Kathy seconded that we accept the resignation of Doug Darrow, part-time circulation clerk. Motion carried.
2. Children's Service's Wall – Monica received two quotes for stripping wallpaper, priming, sanding, and painting two walls in the Children's Department. Due to the fact that the quotes were so far apart Eric moved that we table this and take action after Monica secures another quote. Joe seconded and the motion carried.
3. Fire Alarm Replacement Quote – Mulhaupts bid to replace the 28 smoke detectors that are ten years old at a cost of \$2,019. Eric moved to accept this quote and Joe seconded it. Motion carried.
4. Annual Project Support – Mini Grant – Monica will apply for a matching grant to equal \$750 from the Tippecanoe Arts Federation for a mural project on the brick outside retaining wall. Artist, Zach Medler would lead local youth in this summer project. Samples of his work from similar projects was displayed. Emily moved to allow this project if grant monies are secured and Kathy seconded. Motion carried 4 to 1.

Announcements

1. **Strategic Plan 2013 Update** - 23 of 33 goals were fulfilled during 2013. Several more goals are scheduled for completion during the first quarter of 2014.
2. **Annual Reports Update** - Monica submitted the 2013 annual report to the state. A copy is on file at the library.
3. **Usability Plan** – Monica is interested in pursuing a long term vision study for MUTPL. Our current one is 22 years old. Cost could be as much as \$19,000 if we work with an outside consultant.

Adjournment

There being no further business, president Art Morgan asked for a motion to adjourn. Joe moved for adjournment and Kathy H. seconded. Motion carried. Meeting was adjourned at 8:17 pm.