

**The Monticello Union Township Public Library Board of Trustees met in the Library Conference Room on June 9, 2014, at 7 p.m. in regular session.**

Board members present were: Art Morgan, Joe Weiss, Frank Walker, Emily Thacker, Tom Herman, and Kathy Henney. Eric Pampel 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 AdTec services. A motion was made by Frank to add AdTec for discussion and seconded by Tom. Motion carried.

**Approval of Minutes**

The May minutes were approved as presented as moved by Joe and seconded by Kathy. Motion carried.

**Business and Finance**

May claims were approved as presented as moved by Tom and seconded by Kathy. Motion carried.

**Director's Report – Monica Casanova**

1. **Budget and Finance** – The budget calendar from the Department of Local Government finance must be followed closely in order to keep our 2015 budget the same as 2014.
2. **Building** – McDonalds repaired the handicap accessible automated door.
3. **Publicity and Outreach** – Portia has been invited to join the Chamber's Ambassador group to help increase visibility for the local Chamber.
4. **Grants** – The library received an LSTA grant to purchase computers. Monica feels positive about obtaining a grant from the Tippecanoe Arts Federation for the mural project with Zach Medler for later in the summer.
5. **Broadway Art Show** – About 60 artists have been confirmed. Presale tickets for the biergarten are on sale now.

**Old Business**

**Ivy Tech Reciprocal Borrowing** – Monica recently became aware of the fact that the 2010 resolution passed by the MUTPL Board violates Indiana law – IC 36-2-25. Monica recommended that the board rescind the resolution passed allowing non-resident Ivy Tech students to be eligible for a reciprocal library card in order to be compliant with the law. Emily moved and Joe seconded rescinding this reciprocal borrowing. Motion carried.

**New Business**

1. **Personnel Actions** – Cindy Raderstorf, Youth Services Assistant, resigned her full-time position. Joe moved we accept her resignation and Frank seconded it. Motion carried. Cindy Blank will be the new Youth Services Assistant at \$9.36 per hour for LC6 Certification. Tom moved that we accept Cindy Blank as the new Youth Services Assistant and Frank seconded it. Motion carried.

2. **Job Description Changes** - Monica presented an idea she got from the ALA Conference this spring. She is recommending that front line staff be able to pass a General Technology Competencies test. A pre-assessment confirmed the need for further training in this area. Employees will be terminated if they cannot pass the competency test at 80% correct. Frank moved that we adopt this plan as presented and Tom seconded it. Motion carried 3 yes to 2 nos.
3. **Salary Schedule 2015** – Monica recommended several options to a 2% salary increase across the board. She wants to increase the starting pay from \$8.25 per hour to \$9.00 per hour and add \$100 per month to department heads pay. Joe moved and Tom seconded that we adopt Option #3 (light blue) to include a starting pay upgrade to \$8.50 per hour, a 1% increase across the board and a \$100 per month increase for department heads. Motion carried.
4. **Insurance Renewal** – Heiny Insurance submitted a proposal from Hanover for property, general liability, and workman’s comp insurance at a rate of \$6,585. This is a 4% increase over last year. Joe moved and Kathy seconded that we accept this proposal. Motion carried.
5. **Surplus List** – Monica presented a surplus inventory list of items that no longer work including: a Merlin label printer, 1 computer monitor, tower and keyboard. Joe moved and Emily seconded that these items be recycled. Motion carried.
6. **LSTA Grant** – MUTPL will receive \$7,966 in funds from the State Library to purchase ten laptops. As part of the requirements of the grant, the library must match 10% of this amount, or \$921. Frank moved and Kathy seconded that we match the \$921 for the LSTA Grant, making a total amount available of \$8,887. Motion carried.
7. **EF Tours Travel Request** – The library wants to offer a literary traveling opportunity to patrons under the leadership of Portia Kapraun and with Educational First Tours. A minimum of 6 patrons must be willing to go on the trip before Portia will go for free as the group leader. She would receive an additional gross pay of \$1040.20 for her time on the tour. Tom moved and Emily seconded it that we allow for this opportunity. Motion carried.
8. **AdTec** – AdTec will help provide E-rate services at a cost of \$990 to the MUTPL for internet and telecommunications reimbursement. Kathy moved and Emily seconded the motion. Motion carried.

### **Adjournment**

There being no further business, president Art Morgan asked for a motion to adjourn. Emily moved for adjournment and Frank seconded. Motion carried. Meeting was adjourned at 8:28 pm.