

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

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

Approval of Agenda

President Art Morgan called the meeting to order and called for the approval of the agenda. Eric moved that the agenda be approved as presented and Frank seconded it. Motion carried.

Announcements – Brad Chesterman from Heiny Insurance Company talked about the WEB Preschool Request for the library to act as a safe zone in their Emergency Action Plan. The big question was, “Who is in charge of the children?” Jane Harvey stated that WEB Preschool personnel would be in charge of the children and would stay until all were picked up by their parents. They presented the library with a Certificate of Liability Insurance. Discussion followed with the board deciding to allow for this request.

Approval of Minutes

The October minutes were approved as presented as moved by Joe and seconded by Emily. Motion carried.

Business and Finance

October claims were approved as presented as moved by Eric and seconded by Kathy. Motion carried.

Director’s Report – Monica Casanova

- 1. Budget & Finance-** Monica reported that all budget deadlines have been met and there is a healthy cash balance.
- 2. Building** – Twin Lakes Painting completed painting the trim and stucco on the exterior of the building at a cost of \$7836. Two soldier lights were broken, one by a teen patron, caught on security camera. The family will pay McDonald’s directly for the cost of its repair. A police report was filed. Vandalism of these lights continues to be a problem.
- 3. Public Relations** – The local paper is now running a Library Events column. The library appeared 5 other times in the *Herald Journal* in the past month.
- 4. Program Highlights** – Rehearsal has begun for the Murder Mystery Dinner Theater which is scheduled for December 12-14. Portia is directing 11 actors in this play.
- 5. Fundraising** – A donor cocktail party was held on October 24 at the home of Kathy Henney with Ruth Davis assisting from the Endowment Committee. 27 people attended. This was a way to thank patrons for their participation in the Broadway Art Show and to encourage continued support. Don Hanni, Nina Dellinger and Joe Weiss also serve on the Endowment Committee of the MUTPL and were in attendance.
- 6. eRate** – Monica reported that eRate subsidies will decrease until July when they will cease. Currently eRate contributes about \$34 per month for library email and telecommunications fees.

Old Business

2015 Salaries – The library’s average growth quotient was higher than expected. Monica requested a 2% cost of living raise vs the 1% already approved earlier by the board. The rate of inflation for 2014 is 1.7% according to the Dept. of Labor Statistics. The payroll projections for 2015 with a 2% increase are \$276,225. This is actually \$2,027 less than last year’s salaries, due to new employees hired at a decreased hourly rate. Frank moved to allow for a 2% pay increase for 2015 and Joe seconded it. Motion carried.

New Business

1. **Background Checks** – Monica presented several options for Background Checks for prospective employees. Private companies charge \$10-\$15 per check. Locally the Sheriff’s office will run a Criminal Background check at no charge. Local schools use their service for parents helping in classrooms and with fieldtrips. Art asked that we table this until next month.
2. **Upholstery Quote** – Monica presented a quote from Kelleys’ Interiors for \$1,877 to reupholster 8 library chairs/stool. These chairs are original to the building. Joe moved that we allow for this repair and Kathy seconded it. Motion carried.
3. **Library Closure for In-Service** – Monica requested that the library close until 1 pm on Friday, December 19 to allow for Professional Development for the staff. This will include CPR and fire extinguisher training. CPR training will be provided free of charge from the Clay Foundation. The board will be invited to lunch with the staff from 12 until 1 that day. Frank moved and Emily seconded to allow for this closure. Motion carried.
4. **Holiday Schedule 2015** – Currently the library closes at 5 pm on Thanksgiving Eve. Monica requested that the library remain open until 8 pm as normal on that day. This closing does not qualify for holiday pay. Emily moved and Eric seconded that we keep the 5 pm closing on Thanksgiving Eve, as is currently the policy.
5. **Surplus List** – A list of outdated and obsolete items were listed as surplus inventory along with a curio cabinet that was donated from The Friends of the Library. Monica reported that this glass front curio was in the way and a liability. Board members inspected the cabinet which houses some old books and other donated items. Kathy moved to recycle or give away all items except the curio cabinet and Frank seconded the motion. Motion carried.
6. **Vacation & Sick Leave** – Monica recommended allowing sick leave to be used in quarter hour increments instead of one hour. Eric moved to allow for this change and Kathy seconded. Motion carried.
7. **AED Defibrillator Quote** – Monica recommended that the library purchase a Philips HeartStart OnSite Package at a cost of \$1,354 from the local American Red Cross in case of a patron heart attack emergency. Discussion followed as to liability and training. Monica noted that training will be provided and that the unit has audio instructions while using it. Frank moved to allow for this purchase, training, and installation and Emily seconded it. Motion carried 4 to 1.

Adjournment

There being no further business, President, Art Morgan asked for a motion to adjourn. Joe moved for adjournment and Frank seconded. Motion carried. Meeting was adjourned at 8:46 pm.