

**The Monticello-Union Township Public Library Board of Trustees met in executive session on April 13, 2015, at 6:30 p.m. in the Conference Room of the MUTPL, 321 W. Broadway St, Monticello, IN 47960, pursuant to IC 5-14-1.5-6.1 (b) (9) to discuss a job performance evaluation of individual employees.**

Board members present were President Art Morgan, Tom Herman, Joe Weiss, Frank Walker, Emily Thacker, Eric Pamepl and Kathy Henney. No subject matter was discussed in executive session other than job performance evaluations.

**The Monticello Union Township Public Library Board of Trustees met in the Library Conference Room on April 13, 2015, at 7:05 p.m. in regular session.** Board members present were: Art Morgan, Frank Walker, Joe Weiss, Tom Herman, Emily Thacker, Eric Pampel and Kathy Henney.

**Approval of Agenda** - President Art Morgan called the meeting to order and called for the approval of the agenda as revised by Monica to move the Old Business to the beginning of the meeting and to add Honeycreek Township Library Services under Items. Emily moved that the agenda be approved as revised and Kathy seconded it. Motion carried.

#### **Old Business- Usability Study**

- Library Mangers Ashlee, Portia, and Scott presented their ideas for library usability. These included ideas for easier access, larger program and technology areas, and improved customer service.
- Architura and Kimberly Bolan and Associates presented their ideas for a possible usability study. They talked about how they can help us answer the question, “Why evaluate your library and library building?”

The board will take the presentation under advisement.

**Approval of Minutes** - The March minutes were approved as presented as moved by Tom and seconded by Frank. Motion carried.

**Business and Finance** - March claims were approved as presented as moved by Eric and seconded by Tom. Motion carried.

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

- **Budget and Finance** – Monica reported that *The Herald Journal* ran an article about the success of the Endowment Committee’s fundraising efforts. \$11,000 was given to the Buildings and Grounds Endowment Fund and another \$6,000+ to the general library fund to purchase a list of equipment. A donor luncheon is planned for September.
- **Personnel** – Caye Lutz will be picking up additional hours since Janet Anderson retired. Managers are interviewing candidates for positions in their departments.
- **Building** – McDonalds’ Mechanical repaired the solider light. Rocks were thrown at windows on the north side of the building. Lake Shore Glass will repair the window at a cost of \$672. A \$500 deductible will be applied.
- **Programming** – Storytimes are now one hour long and involve multi-sensory stations. The times have changed to Monday evenings at 6pm for all ages; Storytime for Babies at 10 am Tuesday; Storytime for Toddlers at 10 am Wednesday; and Pre-K Storytime at 1pm Thursday.
- **Publicity and Outreach** – Monica and Ashlee participated in the Roosevelt Middle School’s Reality Story. March was Disability Awareness Month and the library partnered with the City of Monticello to display artwork and host their award ceremony.

- **Technology** – Internet capacity has been upgraded to 50 Mbps.
- **Broadway Art Show** – The 8<sup>th</sup> annual show will be held on July 24-26, 2015. The Art & Ale Biergarten will again be part of the Saturday Art Show.

### **New Business**

1. **Personnel Actions** – The following personnel Actions were recommended by Monica:  
Resignations: Janet Anderson, Holly Draper, Jayne White, Portia Kapraun., Dismissal: Doe Slusarski, Permanent Status: Kathleen Crouse, Hiring: Chris Hunkler, Circulation Clerk, William Schlimme, Adult Services Librarian, Nayeli Rios, Youth Services Assistant and Sue Scott, Youth Services Assistant. Kathy moved that we accept these recommendations and Frank seconded it. Motion carried.
2. **Security Camera Quote** – Monica recommended the purchase of an additional security camera to be placed on the north side of the building to better monitor traffic and review footage in case of vandalism. The cost from R-Tech Solutions, Inc. is for \$525.00. Joe moved for the purchase of the camera and Tom seconded it. Motion carried.
3. **Food and Drink Policy** – Monica recommended to change the policy under Section 3.5a Rules Governing the Use of the Library to include, “*Considerate consumption of snack food or a covered beverage is allowed in public areas of the Library unless otherwise noted.*” Under Unacceptable Behaviors #18, “*Food and drink in the library are not allowed,*” will be removed from the policy. Frank moved to accept this revision and Kathy seconded it. Motion carried.
4. **iPad Quote** – Monica is requesting to purchase 3 iPads at \$441 each for the professional staff to be able to share information synchronously on a portable device. \$1,325 will come from the gift fund for this purchase. Staff will be assigned an iPad and it may be taken home. Joe recommended adding a usage policy for staff iPads. Frank moved to allow this purchase and Eric seconded it. Motion carried.
5. **Patron Refund** – in the amount of \$5.75 has been requested. Joe moved and Emily seconded that a refund be issued to the patron. Motion carried.
6. **Honeycreek Contract for Library Services** – Was requested by Trustee, Tom Westfall. The Trustee has agreed to pay \$40 per patron request for a library card and each patron will pay \$20. Joe moved to accept this request and Emily seconded it. Motion carried.

**Announcement – End of Year Comprehensive Report** – Monica presented the MUTPL Year in Review for 2014 for board members. A correction was noted for the 2014 Board of Trustees list. Frank Walker was listed twice and Joe Weiss was left off the list. Monica will correct this before printing “official” copies.

**Meeting was adjourned on a motion by Emily and second by Kathy.**