

The Monticello Union Township Public Library Board of Trustees met in the Library Conference Room on August 10, 2015, at 7:00 p.m. in regular session. Board members present were: Art Morgan, Tom Herman, Frank Walker, Joe Weiss, Emily Thacker, and Kathy Henney. Eric Pampel was absent.

Approval of Agenda - President Art Morgan called the meeting to order. Monica requested to add a copier contract quote from Ricoh. Emily moved and Kathy seconded that we accept the Agenda as amended. The motion carried.

Approval of Minutes - The July minutes were approved as presented as moved by Joe and seconded by Tom. The motion carried.

Business and Finance – The board requested that Monica check on the Musall landscaping bill, as it seemed unusually high. July claims were approved as presented as moved by Kathy and seconded by Joe. The motion carried.

Director's Report – Monica Casanova

- **Budget and Finance** – Miranda Bucy, DLGF rep, requested the MUTPL return to using one checking account. She suggested we discontinue transferring money between two accounts, as has been the practice since fraudulent bank activity in the past. Bank #8 will be closed and one checking account will be used in the future. Jerry Altman presented a check for \$104,000 from the Tam Estate to be deposited in the MUTPL Building & Grounds Endowment Fund. Additional 10% matching dollars from the Lilly Foundation will also be added.
- **Personnel** – MUTPL is fully staffed!
- **Building** – Gerry Shepard power washed the sidewalk, outside entry and patio. Windows were cleaned and the public bathrooms were deep cleaned.
- **Broadway Art Show/Art & Ale Biergarten** – The 8th annual Broadway Art Show and 2nd Ale Biergarten was held at the end of July. The library earned over \$7,300 from the event for the Buildings and Grounds Endowment Fund.
- **Professional Development** – Monica participated in a book discussion hosted by the MCLS at Crawfordsville Public Library. 10 libraries gathered to discuss applying Mr. Berger's marketing tips for libraries.

Old Business – Usability Study- Presentations and quotes for the Usability Study were reviewed:

OMS - \$10,000 MKM - \$19,000 Archetura - \$23,300

Discussion followed and Monica stated her preference to work with MKM. Frank moved and Kathy seconded a motion to contract with MKM to conduct a Usability Study. The motion was denied on a vote of 1 to 3 with Emily abstaining, as she did not hear the presentations. Tom moved and Frank seconded a motion to hire OMS for the Usability Study. The motion to hire OMS carried on a vote of 4 to 1 with 1 abstention. Monica will contact OMS about conducting a usability study.

New Business

1. **Tentative 2016 Budget** – Monica requested the board approve advertising the proposed 2016 Budget via Gateway for public inspection. Emily moved and Frank seconded the motion. Motion carried. The 2016 Budget will be submitted to the Auditor for County Council non-binding review on September 2. Public Hearing will be held prior to the September 14 board meeting at 6:45.
2. **Personnel Action** – Monica recommended hiring Evelyn Belcher as part-time Youth Services Clerk. Ashlee Kirby, Youth Services Librarian, is now eligible for permanent status. Tom moved to accept these recommendations and Kathy seconded the motion. The motion carried.

3. **State Technology Grant Resolution** – Joe moved and Emily seconded the motion to continue with the Indiana State Library Consortium. This allows the library to obtain the e-rate discount for internet access and requires using AdTech. The motion carried.
4. **Art Show Purchase** – Monica presented a painting by local artist Jim Miller for purchase and to be displayed in the library. The cost is \$500. Kathy moved and Tom seconded to allow the purchase. Motion carried 4 to 1.
5. **Computer Chair Quote** – a quote from Stationair's Express was presented to purchase 10 new armless computer chairs with castors. The current chairs are damaging the carpet. The cost for 10 chairs is \$1,230. Tom moved to purchase the chairs and Kathy seconded the motion. Motion carried. The money will come from the remaining appeal money from 2014. Monica will keep a few of the best chairs and give the rest to The Friends of the Library to sell.
6. **Ricoh Quote** – The copier lease expires in 2016 but Ricoh would like us to renew now to ensure retaining the current \$191.83 per month rental cost. This cost does not include images and service. Total average monthly copier costs are \$450. We have been pleased with the copier and Ricoh service over the past years. Discussion followed about using a local company. Joe moved to allow Monica to continue the 5 year lease with Ricoh contingent upon her getting a quote from a local copier company. Kathy seconded the motion. Motion carried.

There being no other business before the board, President Art Morgan asked for a motion to adjourn. Emily moved and Frank seconded for adjournment. The meeting was adjourned at 8:33 p.m.