

The Monticello Union Township Public Library Board of Trustees met in the Library Conference Room on February 8, 2016, in regular session.

In attendance: Art Morgan, President. Tom Herman, Vice President. Frank Walker, Treasurer. At-Large: Joe Weiss, Emily Thacker, and Valerie Carson. Kathy Henney, secretary was absent.

Approval of Agenda - President Art Morgan called the meeting to order. He asked to adjust the agenda to allow for the OMS Feasibility Study Report to be presented first. Motion to amend the agenda was made Emily, Joe seconded. Motion carried.

OMS Feasibility Study Report– Matt asked for additional feedback from Board.

- 1) The driveway was discussed. Tom felt that the curved driveway adds appeal and interest. Valerie believed that there is infrastructure that needs to be considered like the water hydrant.
- 2) Matt will submit a final copy to the board. Although it will be a final version of the plan, the plan can change.
- 3) Accessibility was brought up. Frank believes the curve is too high for our patrons who are elderly or disable to navigate. Matt will speak to the City’s ADA Coordinator, Cathy Gross to discuss options.

Approval of Minutes - The January minutes were approved as presented as moved by Frank and seconded by Valerie. The motion carried.

Business and Finance –January claims were approved as presented as moved by Tom and seconded by Emily.

Director’s Report – McDonald’s completed their winter preventative maintenance and made some minor repairs. Four applicants have been interviewed. The director hopes to fill the Youth Services Manager vacancy in the next month or two. The Adult Services Department has brought Spanish classes back to the library. Lily Bouwkamp is teaching the Spanish classes. Bill Schlimme, Adult Services Librarian and Scotty Miller, Circulation Manager are participating in Leadership White County for the next six-eight weeks.

Old Business

1. **Holiday Policy** – A line was added to the Holiday Pay policy that reads: “One of the holiday closures will be used as a staff in-service day.” Emily moved to accept this revision and Tom seconded it. The motion carried.
2. **Full-time Hours in Employee Manual** – Full-time hours have to be corrected from 7 to 8 in the employee manual. Emily moved to accept these corrections and Tom seconded it. The motion carried.

New Items

1. **OMS- Feasibility Study**- See note above.
2. **Executive Recommendation- Spot** – Monica is requesting to purchase from Spot for 10 Client Licenses at a total annual cost of \$995 and the purchase of a coin/bill/credit card operating unit. Patrons will be able to print and pay for their own copies at the public copier without staff involvement. Frank moved to allow this purchase and Valerie seconded it. Motion carried. Joe Weiss voted no.
3. **Executive Recommendation- VOIP** – Monica requested dropping CenturyLink as the library’s provider due to poor phone service and switching to VOIP (Voice Over Internet Protocol) services through ENA for a total cost of \$1721 (\$1221 annual + \$500 one-time fee).

Frank moved to accept the request and Valerie seconded the motion. Motion carried. Joe voted no.

4. **Executive Recommendation- Notary Public Director** – Monica requested becoming a Notary Public for the library for the total cost of \$129 (\$100 notary public bond; \$5 online application fee; \$24 stamp). By having a Notary Public on staff we can provide an additional service to our patrons at no cost. Joe moved and Emily seconded the motion. Motion carried.
5. **Job Description Revision-Youth Services Full-time Asst.** – Monica recommended that the following job descriptions include the following revision. See attached revised job description. Emily moved to accept these revision and Frank seconded it. Motion carried.

Items

1. **Emergency Preparedness Plan-** Monica presented a draft of the library's Emergency Preparedness Plan.
2. **Annual Report Information -** Monica handed out copies of the library's 2015 Annual Report that was submitted to the Indiana State Library.
3. **Grants-** There are several grant opportunities available this grant cycle that the library will apply for.
4. **White County Community Foundation- Lily Matching Grant-** The Community Foundation with our help met Lilly's challenge grant of raising \$500,000.

Joe Weiss announced his resignation from the Library Board of Trustees. The Director will request that a new appointment be made by the Twin Lakes School board.

There being no other business before the board, President Art Morgan asked for a motion to adjourn. Joe moved to adjourn and Frank seconded the motion. The meeting was adjourned at 8:45 p.m.