

The Monticello Union Township Public Library Board of Trustees met for a Board of Finance Meeting on Monday, January 11, 2016, at 6:30 p.m. Board members present were: Art Morgan, Frank Walker, Joe Weiss, Emily Thacker, Kathy Henney and new board member Valerie Carson. Tom Herman was absent. The purpose of this meeting was to elect officers for 2016. Joe moved that the officers remain the same as those for 2015 and Valerie seconded the motion. The motion carried. The 2016 officers are: Art Morgan, president, Tom Herman, vice president, Kathy Henney, secretary and Frank Walker, treasurer.

Kathy moved to adjourn the Board of Finance meeting and Valerie seconded it.

The Monticello Union Township Public Library Board of Trustees met in Executive Session on Monday, January 11, 2016 at 6:45. Pursuant to IC-5-14-1.5-6.1 9(b) (9), this meeting was held to discuss a job performance evaluation of individual employees. A job performance review was discussed for Monica Casanova, Director. Art Morgan will provide a written review for her file. Joe moved that this portion of the meeting be adjourned and Frank seconded it. The Executive Session was adjourned.

The Monticello Union Township Public Library Board of Trustees met in the Library Conference Room on January 11, 2016, in regular session.

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.

OMS Feasibility Study Report– Matt presented a Draft Feasibility Study to the MUTPL Board. This included:

- 1) Future facility size and space requirements, 2) Existing facility assessments, 3) Existing facility improvement, 4) Program facility options

Kurt presented information regarding 5) solar photovoltaic implementation which could result in great energy savings by installing PV collectors on the existing shingle roof.

The intent of this study is to identify how current and projected future staff and patron needs can result in a library facility capable of meeting desired library services for the future.

Approval of Minutes - The December 29 minutes were approved as presented as moved by Frank and seconded by Joe. The motion carried.

Business and Finance –December claims were approved as presented as moved by Kathy and seconded by Emily.

Director's Report - Additional tables were purchased for the Program Room. Sandy Wagner is serving as Interim Youth Services Librarian. The vacancy has been posted and 1 candidate has been interviewed. The 8th annual Murder Mystery Dinner Theater was another great success. Monica was awarded an Indiana Arts Commission grant for a May 21 wildflower hike and floral arrangement class.

Old Business

1. **Resolution to Transfer Funds within the Library Operating Fund** – To correct an error from December, a new resolution was presented by Sharon. Joe moved to accept this resolution and Kathy seconded it. The motion carried.
2. **Holiday Closures 2016** – Closing on New Year's Eve was left off of the previously acted upon Holiday Closures for 2016. Adding New Year's Eve makes a total of 12 holidays for the MUTPL

with one of them being for staff development. Emily moved to accept these corrected closures and Frank seconded it. The motion carried.

New Business

- 1. Migrate email service from ENA to Google.** ENA will no longer offer email services. The fee of \$7,593 will be taken from the Internet Services (eRate) budget line. Kathy moved to approved this purchase and Emily seconded the motion. Motion carried.
- 2. Hot Spots Circulation** – Monica is requesting to purchase from Sprint 5 hot spots to circulate to patrons. The total annual cost is \$2,099. Patrons will be able to check out hot spots just like they do other materials. Valerie moved to allow this purchase and Joe seconded it. Motion carried.
- 3. Classification of Employees** – Monica presented a list of employee classifications that match our current MUTPL staff. They are: 1) Director, 2) Adult Services Librarian, 3) Youth Services Librarian, 4) Circulation Services Librarian, 5) Teen Librarian, 6) Circulation Clerk, 7) Bookkeeper, 8) Cataloging Clerk, 9) Processing Clerk, 10) Youth Services Assistant, 11) Youth Services Clerk, 12) Custodian, 13) Programming & Publicity Aide. Many of these positions require Librarian Certifications of LC 2, 5 or 6. Joe moved to accept these classifications and Emily seconded the motion. Motion carried.
- 4. Application Policy-Employee Manual** – Monica recommended changing “for 60 days” language to match the language per the County/Local General Retention Schedule from the Indiana Commission on Public Records. Emily moved and Kathy seconded the motion. Motion carried.
- 5. Job Description Revisions** – Monica recommended that the following job descriptions include full time at 40 hours per week and not 35 hours per week as has been done previously. Director, Adult Services Librarian, Youth Services Librarian, Youth Services Assistant, Circulation Services Librarian, and the Teen Librarian. Position Specific Duties have been deleted and added to the Teen Librarian description. Valerie moved to accept these revision and Frank seconded it. Motion carried.

Items

- 1. New Standards-** Monica presented Title 590 Indiana Library and Historical Board standards for board perusal. These will take effect in 2017.
- 2. Legal Memo** - Monica presented an informational legal memo from the Indiana State Library, Legal Division from the U.S. Department of Labor regarding proposed changes to overtime eligibility fair labor standards act.

There being no other business before the board, President Art Morgan asked for a motion to adjourn. Emily moved to adjourn and Valerie seconded the motion. The meeting was adjourned at 8:50 p.m.

