

**The Monticello Union Township Public Library Board of Trustees met in regular session on Monday, March 14, 2016, at 6:30 p.m. in the library program room. Board members present were: Art Morgan, Frank Walker, Tom Herman, Emily Thacker, Valerie Carson, and Kathy Henney.**

**Approval of Agenda** - President Art Morgan called the meeting to order. He asked to adjust the agenda to allow for Karen Ainslie from the Indiana State Library to talk about Expansion of Library Services.

**Expansion of Library Services** – Karen Ainslie addressed the board and guests from Brookston, Monon, and Wolcott libraries. Kimberly Brown –Harden, Regional Coordinator from the Professional Development Office was also in attendance.

**The current picture** - 383,659 people in Indiana are unserved and untaxed for library services. In White County, Lincoln and Big Creek Townships, with the exception of the town of Chalmers, are unserved. Cass, Liberty, Honey Creek, West Point, and Round Grove Townships have contracted with a county library to provide service to their residents with the purchase of a library card. The population of White county is 24,642; 18,576 people have library services; and 6,067 are unserved at this time.

**Expansion** – The recommended procedure to expand a library district is through a petition process. After filing intent to expand, the library has 60 days to obtain signatures of registered voters who are in favor of expansion. 20% of registered voters must sign the petition in order to move on with expansion. This has been done most successfully on election days. Recently in Indiana Loogootee, Pendleton, and Ligonier have successfully requested library expansion.

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

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

### **Director's Report**

- Budget and Finance - We have enough cash on hand to make it until the first property tax distribution in June. Computrain, our accounting software company, has been bought by Boyce. Monica and Sharon are trying other accounting software before making a decision. Currently our financials are back in our bookkeeper's office.
- Personnel – Monica has recommended a new board member to the School Board to replace Joe Weiss. Hopefully this will be acted upon at the April School Board Meeting.
- Grants – Scott Miller applied for a \$5,000 grant through LSTA for Little Bits, modular electronics that can be put together for learning and prototyping. Monica received a \$1,000 grant from the Tourism Board for the July Art Show.
- Technology – Scott is working on creating a procedure for lending out the five hot spots from Sprint. Monica is moving forward with switching phone service to VOIP, as the phone static is still on issue. We are scheduled to go live with Google Apps soon. Managers have been trained on apps and admin services.
- Professional Development –Staff training included dealing with active threats, Hot Spots, and community conversations.
- Expansion of Library Services – Monica expressed the desire to expand services to include Lincoln and Liberty Townships. New services would include a full time outreach person, part time assistant, bookmobiles with wifi, and Sunday hours at the library.

## **New Business**

1. **Amend Resolution Authorizing Electronic Funds Transfer** – to include not only the director and treasurer but also the bookkeeper. Kathy moved to accept this addition to the resolution and Valerie seconded it. Motion carried.
2. **Personnel Actions** – Evelyn Belcher, part-time circulation services clerk has resigned. Monica has recommended Valerie Fuentes to take her place. Tina Emerick is recommended for the full-time Youth Services Evening Manager. Valerie moved to accept these personnel changes and Tom seconded it. The motion carried.
3. **Honey Creek and Liberty Townships Service Contracts** – Emily moved to accept the contracts with Honey Creek and Liberty Townships to provide financial assistance to residents purchasing a MUTPL card. Tom seconded it and the motion carried.
4. **Graphic Design Quote** – Monica would like to hire a graphic artist to design the MUTPL annual report brochure for the public. She had a quote from a West Lafayette firm, but will get other quotes from local graphic designers. This request was tabled until next month.
5. **Patron Reimbursement** – Monica recommended reimbursing three patrons the \$25 fee for the Paint & Wine class who were dissatisfied and did not stay for the class. Tom moved to reimburse the patrons and Frank seconded it. Motion carried.
6. **Children's Garden** – MUTPL wants to create a raised bed vegetable and flower garden for teens and children on the library's south lawn. Sue Schlimme and Norway Gardens have already volunteered to help with this, along with appropriate MUTPL staff.
7. **Landscape Bids** – Monica presented four bids for 2016 Landscaping of the library property. Frank moved to accept the bid from Norway Gardens, Inc., not to exceed \$6,000 per year. Valerie seconded the motion and the motion carried.

There being no other business before the board, President Art Morgan asked for a motion to adjourn. Frank moved to adjourn and Kathy seconded the motion. The meeting was adjourned at 8:16 p.m.