

The Monticello Union Township Public Library Board of Trustees met in executive session on Monday, April 11, 2016, at 6:30 p.m. in the Conference Room of the MUTPL pursuant to IC 5-14-1.5-6.1 (b) (9) to discuss job performance evaluations of individual employees. Board members present were: Art Morgan, Tom Herman, Frank Walker, Emily Thacker, Valerie Carson, and Kathy Henney.

The Monticello Union Township Public Library Board of Trustees met in the Library Conference Room on April 11, 2016, in regular session at 7 p.m.

Approval of Agenda - President Art Morgan called the meeting to order. Monica asked to add approving the Cass Township Contract under New Business to the agenda. Tom moved to accept this addition and Emily seconded it. The motion carried.

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

Business and Finance –March claims were approved as presented as moved by Tom and seconded by Kathy.

Director's Report –

- **Budget and Finance** – Sharon has tried different fund accounting software in search of a new system to replace Computrain by the end of 2016. She prefers Boyce at this time but will try one more before making a decision.
- **Personnel** – Tina Emerick, Youth Services Director, has adapted well to the library team since starting in mid- March. Sandy Wagner stayed on an additional two weeks to train and continues to work once a week. Thanks Sandy! A new board member is to be appointed by the School Board at its monthly meeting on April 12.
- **Building** – McDonald's has worked on lights inside and out this month.
- **Programs** - Two art receptions were held at MUTPL in March – Meadowlawn art students, Twin Lakes High School students and CDC consumers were all represented.
- **Grants** – White County Tourism Authority awarded the library \$1000 for the Broadway Art Show. Additionally, MUTPL is awaiting notification from three other grants for an educational tech project, a concert series, and for five free little libraries.
- **Professional Development** – Amanda and Kathleen attended Evergreen Indiana training and Amanda attended Every Child Ready to Read training. The District 2 Conference is May 6 and Monica will serve on a panel. MUTPL will host this conference in 2018.

Old Business

- **Graphic Design Quotes** – Monica presented three quotes for the preparation and printing of the 2015 MUTPL Annual Report. Natalie Powell, Liz Mogan, and Unique Graphic Designs, Inc. submitted quotes for this project. Tom moved to allow Unique Graphic Designs to do the work since they are local and submitted the lowest bid. Frank seconded the motion. Motion carried.

New Business

1. **Uniform Conflict of Interest Disclosure Statement** - MUTPL accepted a bid for the yearly landscaping and mowing from Norway Gardens and Tom Herman, board vice president, is an owner of the business. Frank moved to submit the conflict of interest disclosure statement Emily seconded it. The motion carried.

2. **Personnel Actions** – Monica presented the resignation of Sandra Hartle, part-time Youth Services Clerk and the dismissal of Wade Zetterberg, part-time Youth Services Clerk for consideration. Emily moved to accept these recommendations and Valerie seconded it. The motion carried.
3. **Job Description Revisions** - IC 5-11-1-27 requires all Indiana political subdivision to adopt the minimum level of internal control standards developed by the state board of accounts as published in the Uniform Internal Control Standards for Indiana Political Subdivisions. Each political subdivision must adopt these standards, train appropriate personnel, and implement policies and procedures consistent with the standards. Monica recommended adding that the Circulation Services Manager and Circulation Clerks must complete internal controls training on an annual basis and adhere to Staff Code of Ethics/Conduct to comply with the new requirements. Additionally, the manager must also deposit cash/checks as needed and must obtain the required Indiana State Library certification.
4. **Cass Township Contract** – The township trustee will pay \$50 per request for a library card from Cass Township residents. Residents will pay \$10. Kathy moved to accept this contract and Valerie seconded the motion. Motion carried.

Items

1. **Internal Controls** – Monica presented the Internal Control Timeline from the above mentioned Indiana Code from the State Board of Accounts.
2. **Unserved Township Expansion** – Monica is interested in expanding MUTPL services to include Lincoln and Liberty Townships. She presented a needs list consisting of \$30,000 annual salary for a full-time Outreach Librarian, \$15,000 annual salary for a part-time assistant to the Outreach Librarian, \$150,000 for a Bookmobile to serve nursing homes, pre-schools and other outreach areas, \$5000 for two part-time employees to work Sunday hours, for a total of \$200,000. Expansion to include these two townships would add 2,861 people served and \$139,555-\$205,228 to the annual MUTPL budget.

There being no other business before the board, President Art Morgan asked for a motion to adjourn. Tom moved to adjourn and Emily seconded the motion. The meeting was adjourned at 8:15 p.m.