

The Monticello-Union Township Public Library Board of Trustees met in executive session on December 12, 2016, at 6:30 p.m. in the Conference Room of the MUTPL, 321 W. Broadway St, Monticello, IN 47960, pursuant to IC 5-14-1.5-6.1 (b) (9) to discuss a job performance evaluation of individual employees.

Board members present were President Art Morgan, Tom Herman, Valerie Carson, Frank Walker, Lily Bouwkamp, and Emily Thacker. Kathy Henney was absent. No subject matter was discussed in executive session other than job performance evaluations.

The Monticello Union Township Public Library Board of Trustees met in the Library Conference Room on December 12, 2016, at 7 p.m. in regular session. Board members present were: Art Morgan, Frank Walker, Valerie Carson, Tom Herman, Emily Thacker and Lily Bouwkamp. Kathy Henney was absent.

Approval of Agenda - President Art Morgan called the meeting to order and called for the approval of the agenda. Emily moved that the agenda be approved as amended and Frank seconded it. Motion carried.

Approval of Minutes - The November minutes were approved as corrected as moved by Valerie to read under Director's Report for the Expansion Committee: "Liberty Staff collected 97 signatures from Liberty Township and 26 from Lincoln Township." The motion was seconded by Lily and the motion carried.

Business and Finance - November claims were approved as presented as moved by Tom and seconded by Lily. Motion carried.

Director's Report – Monica Casanova

- **Budget and Finance** – Monica reported that fiscal officer of the library is the board treasurer. She included the I.C. 36-12-2-22 that lists the role of the Treasurer. It is the Director's recommendation that the library's bookkeeper be elected board Treasurer at the January board meeting since the fiscal officer is responsible for submitting the library's financial information on Gateway and signing all claim vouchers.
- **Personnel** – There are no vacancies at this time. Job performance reviews have started and will be completed by the next board meeting.
- **Publicity and Outreach** – The library appeared in the local newspapers 39 times in November. There was press related to the proposed township expansion, hosting the TLHS Poetry Out Loud competition, and our end of year fundraiser, the Murder Mystery Dinner Theater.
- **Professional Development** – Tech training has commenced for the 2017 exams. Bill Schlimme, the Adult Services Manager and the Director covered basic hardware terms, helping patrons connect to the library's WIFI, an overview of CIPA (Children's Internet Protection Act), and how to disable the internet filter.
- **Expansion** – The Director thanked the staff, board, and volunteers who helped collect signatures on Election Day. She reported that they collected 111 signatures from Liberty Township and 27 from Lincoln townships, not close to the 20% needed. The deadline is December 26, 2016 and she does not believe that enough signatures will be collected by then. The director wrote a letter to the editor explaining the library's reason for expansion and asked other Liberty Township residents to write in letters as well.

Old Business –

1. Library Expansion Update – See above.

2. **FLSA Overtime Change Injunction-** the Director reported that before the changes in overtime went into effect on December 1, 2016, a federal judge placed an injunction on the proposed changes delaying it. Monica recommended to the board maintaining the changes already adopted by the board at the November board meeting- pay raise for the director so that she's at the minimum threshold for salaried, exempt employees and keeping managers at an hourly rate.

New Business

1. **Salary Ordinance** – Monica presented the 2017 salary ordinance. Lily moved to approve the salary ordinance for 2017 and Emily seconded. Motion carried.
2. **Pay Raise 2017** – Monica recommended providing a 2% pay raise for staff with the exception of two employees, who were given higher raises due to a.) A hiring condition and b.) Bringing the other employee closer in line with other managers' pay. Tom made a motion to accept pay raises for 2017 and Val seconded. Motion carried.
3. **Surplus List** – Monica presented a list of items to be donated to the Friends of the Library. Frank moved to accept the list and requested that Friends pay for repairs to the wall clock to be left in the conference room and Tom seconded. Motion carried.
4. **Holiday Schedule 2017-** Monica presented a list of holiday closures for 2017 adding two holidays (closing Thanksgiving Eve and the day after Thanksgiving) and the addition of a floating holiday since staff is required to attend an in-service day on MLK day. Frank made a motion to accept the 2017 proposed holidays and the new floating holiday policy and Tom seconded. Motion carried.
5. **Professional Development 2017** – Monica presented a list of professional development meetings and their projected cost for 2017. Any request other than those listed must come before the board prior to attending. Lily moved that we allow library staff members to attend the listed professional development activities throughout 2017. Emily seconded and the motion carried.
6. **United Way Payroll Deduction** – Monica recommended adding a pass through fund for United Way so that employees can donate a portion of their paycheck to United Way. Donating will be optional. Val made a motion to accept the recommendation and Emily seconded. Motion carried.
7. **Fundraising Policy** – Monica spoke to the State Board of Accounts about having additional library fundraisers and the SBOA recommended having a policy in place. A fundraising policy was presented. Frank moved and Tom seconded that we accept the Fundraising Policy as presented. Motion carried.
8. **Rotary Dues-** Monica asked the board to pay her annual Rotary membership dues for 2017. She reported paying her own membership for the past two years, but Rotary had increased their dues by \$30 from \$150 to \$180 making it cost prohibitive for the director to personally pay. Frank made a motion to approve paying for Monica's Rotary membership dues and Tom seconded. Val voted nay. Motion carried.
9. **Insurance Rates 2017-** The bookkeeper presented insurance rates for 2017. There was a slight decrease of 2% on rates for 2017 health insurance premiums. The rates and Health Savings Accounts library contributions of \$750 for six full-time employees were approved by a motion by Emily and seconded by Lily. Motion carried.

Announcement

1. **Internal Controls Certification Forms** – Staff and board have to complete a certification form confirming that they have received internal controls training. All board members present signed the form and returned it to the bookkeeper.
2. **Bed Bugs** – A patron had self-reported having bed bugs at their place of residence and brought documentation from the apartment complex that their home had been treated. As a precaution all of the family's borrowed materials had been baked for a month using a Bug Zapper purchased by

the library. Monica also hired a dog sniffer to find any bed bugs in the library. The canine alerted her handler to four hot spots. Orkin came to the library twice to exterminate the library.

Meeting was adjourned on a motion by Frank and second by Emily at 8:06 p.m.