

The Monticello-Union Township Public Library Board of Trustees
will meet Monday, February 13, at 5 pm in the library.

February 2023 Board of Trustees Agenda

Call to Order	President Action
Approval of Agenda	President Action
Approval of Minutes	President Action
Business and Finance	
Treasurer Report/January claims	President Action
Director's Report	
Old Business	
New Business	
Photography and Video Recording Policy	Discussion Action
Security Cameras Policy	Discussion Action
Social Media Policy	Discussion Action
Website Design Refresh Quote	Discussion Action
President's Comments	
Comments from Staff/Public	
Adjournment	

The next regular board meeting will be held on
Monday, March 13, 2022, at 5 pm, in the library

The Monticello Union Township Public Library Board of Trustees met in regular session in the library conference room on Monday, January 9, 2023, at 5 p.m. Present were Director Candace Wells, Treasurer/Bookkeeper Sharon Bail, and trustees Tom Herman, Tom Fletcher, Don Osten, Jo Piatt, Teresa Puterbaugh, and Emily Thacker. Trustee Jamie McKean was absent.

Call to Order/Approval of Agenda – President Tom Herman called the meeting to order at 5 p.m. The agenda was then amended to move the election of 2023 officers to be the first item of business as moved by Jo Piatt and seconded by Emily Thacker.

Election of 2023 Officers – Tom Herman announced respectfully that he was stepping aside as president for personal reasons, and the board thanked him for his time and service. Trustees then elected officers for the new year as follows: President - Don Osten; Vice-president - Jo Piatt; Secretary - Emily Thacker; Treasurer - Sharon Bail. The meeting then moved forward with Don Osten presiding.

Approval of the Minutes – The minutes of the December 12, 2022, meeting were approved as presented as moved by Tom Fletcher and seconded by Tom Herman.

Business & Finance: Treasurer Report/Claims – Treasurer/Bookkeeper Sharon Bail reported on our current Operating Fund balance and the December 12, 2022, Tax Draw. After reviewing claims from 12/1/22 to 12/31/22, Jo Piatt moved and Tom Herman seconded approving the financial report and December claims, and the motion carried.

Director's Report – Candace believes that sickness, the holidays, and the weather have all affected our overall numbers, which have been down slightly. She briefly highlighted the reports of recent activities from our Adult, Youth, and Circulation Services managers before summarizing her own report.

- **Meetings & Workshops** – Candace attended the following in December: 1) Public Library Director Meetings, which discussed requests for public records and was led by Luke Britt, the Indiana Public Access Counselor; and 2) New Director Workshop, which also discussed the request for records and other concerns, as well as potential staff development through a strengths assessment for employees to understand their skills.
- **Building & Grounds** – 1) Huston Electric and Fox Paving finished removal of the front two (2) bollard lights. MUTPL agreed to Fox's request to wait to install the new ADA ramp until spring due to current temperature swings. Candace is working to get a firm date for this final phase of the project. 2) After checking the problem in the program room, McDonald Mechanical reported that the heat is currently working but a part will need to be replaced in the new year. 3) The library was sanitized during the holiday weekend to help minimize germs in the building.
- **Management** – 1) Candace received an email confirming that the Indiana State Library has received our new long range plan, which the board approved at the December meeting, and that it meets all requirements. 2) Management has reviewed and begun discussing the Preparing for a 1st Amendment Audit resources and will work toward preparing a policy covering video recording at the library. This is a new concern, and we haven't had any issues here. However, Candace is trying to be prepared. Both Teresa Puterbaugh and Don Osten commented that they like the attitude of being "on trend" – trying to be ready before any problems arise. Candace encouraged trustees to watch the legislature for any other bills that might affect the library. 3) Staff has been helping to clean and has found that the job is bigger than they realized. They have added better equipment for cleaning and hope to have carpets deep cleaned for further improvement.

Adult Services Manager – Candace continues to advertise this open position in a variety of ways. She currently has one potential applicant to interview in 2023.

Friends Holiday Book & Art Sale – The Friends of the Library held a special one day sale on Saturday, December 10, 2022, featuring holiday materials and some art work. Book sales were successful, but artist participation was very limited. If Friends decide to host a holiday sale in 2023, it will be scheduled in November to encourage better artist participation and holiday shopping advertising.

Old Business – No old business was on the agenda.

New Business

1. **Computer Internet Acceptable Use Policy** – As part of our annual review of this policy, the board approved the revised and better organized version of our Computer/Internet Acceptable Use Policy as moved by Jo and seconded by Emily.
2. **Personnel Action - Permanent Status** – As recommended by Candace, the board approved permanent status for Maggie Oliver, our Youth Services Teen Assistant, who has worked the full six (6) months of probation. This approval was moved by Teresa and seconded by Jo and passed unanimously. Maggie plans to continue working toward being fully licensed.
3. **Public Forum Policy** – As moved by Emily and seconded by Tom Herman, trustees approved the executive recommendation for persons desiring to speak at board meetings, amending it to allow a maximum of three (3) minutes to address the board.
4. **Carpet Deep Cleaning** – Emily moved and Tom Fletcher seconded A) approving the bid made by City Office Janitorial Services for “Detailed Carpet Cleaning for all Carpeted Areas” to cost \$935 and to be performed on January 16, 2023, and B) planning for such annual carpet deep cleaning in the budget. The motion carried.

President’s & Other Comments/Adjournment – Having no further business to come before the board, President Don Osten called for any final questions or concerns. Candace reported that Bob Webster, who works for a Lafayette company, has looked at our falling stucco outside the main entrance, and thinks it can be fixed. This led to questions about the building’s stability and some delightful stories of Jo’s (and her father’s) about school days in the old building here on this lot before the new library was built. After these closing comments, the meeting adjourned at 6:20 p.m. as moved by Jo and seconded by Tom Herman.

The MUTPL Board of Trustees will next meet in the library on Monday, **February 13, 2023, at 5:00 p.m. for the regular monthly meeting.**

Respectfully submitted,

Emily Thacker, Secretary