

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

**March 2023 Board of Trustees  
Agenda**

<b>Call to Order</b>	<b>President Action</b>
<b>Approval of Agenda</b>	<b>President Action</b>
<b>Approval of Minutes</b>	<b>President Action</b>
<b>Business and Finance</b>	
Treasurer Report/February claims	<b>President Action</b>
<b>Director's Report</b>	
<b>Old Business</b>	
Exterior Ceiling Collapse Update	Discussion
<b>New Business</b>	
Liberty Township Contract	Discussion Action
West Point Township Contract	Discussion Action
Employee Manual Revisions	Discussion Action
<b>President's Comments</b>	
<b>Comments from Staff/Public</b>	
<b>Adjournment</b>	

The next regular board meeting will be held on  
Monday, April 10, 2023, at 5 pm, in the library

**The Monticello Union Township Public Library Board of Trustees met in regular session in the library program room on Monday, February 13, 2023, at 5 p.m.** Present were Director Candace Wells, Treasurer/Bookkeeper Sharon Bail, and trustees Tom Fletcher, Tom Herman, Jamie McKean, Don Osten, Jo Piatt, Teresa Puterbaugh, and Emily Thacker.

**Call to Order/Approval of Agenda** – President Don Osten called the meeting to order at 5 p.m. The agenda was then amended to add the update on the exterior stucco problem to Old Business as moved by Tom Herman and seconded by Emily Thacker.

**Approval of the Minutes** – The minutes of the January 9, 2023, meeting were approved as presented as moved by Tom Herman and seconded by Teresa Puterbaugh.

**Business & Finance: Treasurer Report/Claims** – Treasurer/Bookkeeper Sharon Bail noted our current Operating Fund balance and handed out 2022 investment information, reporting on both the Money Market account and the Community Foundation accounts. She also included the 2022 Gateway Annual Financial Report to be submitted to the Indiana State Board of Accounts. After reviewing claims from 1/1/23 to 1/31/23, Jo Piatt moved and Tom Herman seconded approving the financial report and January claims, and the motion carried.

**Director's Report** – To open, trustees received a copy of Board President Don Osten's new welcome statement which will go in the Employee Manual. Candace also handed out an updated 2023 Trustee Roster for corrections or additions. She then briefly highlighted the reports of our managers before summarizing her Director's report.

Adult Services (Candace Wells): More adults are coming in. Recent programming includes arts and craft sessions with the Monticello Parks Department and local artists. On 2/24/23, MUTPL will host its first Book Tasting, which will feature a To Kill a Mockingbird theme.

Youth Services (Tammy Criminger): Tammy has completed work and received her LC5 license. Attendance continues to increase at the popular storytimes. Teen activities are also growing with Teen Librarian Maggie Oliver doing a fine job building that programming. This report also included a list of this year's ALA's main youth book awards winners, most of which we have in our collections.

Circulation Services (Scott Miller): All areas were up in January, 2023, including traffic in the building; circulation of physical material, Overdrive, and Hoopla; computer and WiFi usage; and one-on-one technology classes.

- **Meetings & Workshops** – Candace attended or met with the following in January: 1) Indiana Statehouse to discuss with local representatives bills that particularly relate to the library. 2) One Technologies to discuss a refresh to the library's website with our website designer, mamboSchools. 3) Publicity Meeting with Bill Madden of the News & Review and Judge Jason Thompson to discuss the Indiana Legal Help Kiosk to promote its use. 4) Evergreen Indiana Membership in a virtual meeting to discuss their membership fee.
- **Building & Grounds** – 1) Mulhaupts installed the door for the outside A/C mechanical room, and it works well. 2) The City Office Janitorial Service cleaned the carpet on January 16, 2023, resulting in a noticeable improvement. 3) We are interested in having an electric car charging station here at MUTPL and are beginning to explore this. 4)

Norway Gardens has been doing a great job with lawn and other outdoor upkeep and improvement. Candace is recommending we continue our contract with them again this year. 5) We need at least three (3) bids for reroofing, and the stucco and gutter situations will influence those bids.

- **Management** – 1) Management met to again discuss the First Amendment Audit, security cameras and social media policy. We reviewed policies of several other libraries to change and update our current policies (See New Business 1-3). 2) We have also decided to remove the cases from the Nonfiction DVDs on a trial basis. The cases are very expensive, and theft of DVDs is decreasing.
- **Adult Services Manager** – We continue to advertise this open position through Indeed, the Indiana State Library, IUPUI, and Ivy Tech. Other librarians have recommended that we actively recruit qualified individuals that we know, even if they are employed elsewhere.

**Old Business** – As Candace reported at the close of our January meeting, she initially contacted Bob Webster of Bouma Betten Corporation in Lafayette. He looked at our exterior slipping stucco roof area near the main entrance and thought it could be fixed. In a 3/2/23 email, she updated that Bouma Betten workers came on Tuesday, 2/28/23, and removed the damaged sloped soffit materials, revealing a moldy, leaking roof area which may be affecting other areas as well. Our insurance adjuster is to check out the damage, and Candace hopes to have an update on our next steps to be taken for repair at our March meeting.

**New Business** – The first three (3) items will go in the library's Policy Manual.

1. **Photography and Video Recording Policy** – As moved by Emily and seconded by Jamie, the board approved this policy outline and clarification of library procedure for photographers and videographers.
2. **Security Cameras Policy** – As moved by Jamie and seconded by Jo, the board approved this update. Notice that cameras are being used for security purposes will be posted for patrons.
3. **Social Media Policy** – As moved by Jo and seconded by Tom Herman, trustees approved this revision of our current social media policy.
4. **Website Design Refresh Quote** – Candace noted that it has been several years since our website was overhauled - before she became Director - and that she is especially interested in its being more user-friendly. As moved by Teresa and seconded by Tom Herman, the board approved the update plan and cost (\$3,454) as submitted by Dave Brechbiel of mamboSchools.

**President's & Other Comments/Adjournment** – Having no further business to come before the board, President Don Osten called for any final questions or concerns. Hearing none, he adjourned the meeting at 6:25 p.m.

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

Respectful submitted,

Emily Thacker, Secretary