

The Monticello-Union Township Public Library Board of Trustees  
will meet Monday, July 10, at 5 pm in the library.

**July 2023 Board of Trustees  
Agenda**

<b>Call to Order</b>	<b>President Action</b>
<b>Approval of Agenda</b>	<b>President Action</b>
Approval of Minutes	<b>President Action</b>
<b>Business and Finance</b>	
Treasurer Report/June claims	<b>President Action</b>
<b>Director's Report</b>	
<b>Old Business</b>	
Building Assessment	Discussion
<b>New Business</b>	
2023 Proposed Budget	Discussion
2023 Salary Ordinance	Discussion Action
Cass Township Contract	Discussion Action
Credit Card Policy Change	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, August 14, 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, June 12, 2023, at 5 p.m.** Present were Director Candace Wells, Treasurer/Bookkeeper Sharon Bail, and trustees Tom Fletcher, Tom Herman, Don Osten, Teresa Puterbaugh, and Emily Thacker. Jamie McKean and Jo Piatt were absent.

**Call to Order/Approval of Agenda** – President Don Osten called the meeting to order at 5 p.m. The agenda was then approved as presented as moved by Emily Thacker and seconded by Teresa Puterbaugh.

**Approval of the Minutes** – The minutes of the May 8, 2023, meeting were approved as presented as moved by Tom Herman and seconded by Teresa.

**Business & Finance: Treasurer Report/Claims** – Treasurer/Bookkeeper Sharon Bail noted our current Operating Fund balance and May LIT shares. She passed out a revised 2023 budget calendar handout for the 2024 budget and also called trustees' attention to the Supplemental LIT Distribution of \$59,074. After reviewing claims from 5/1/23 to 5/31/23, Tom Fletcher moved and Tom Herman seconded approving the financial report and May claims of \$53,232.50, and the motion carried.

**Director's Report** – Candace summarized all three managers' reports to the board before she gave her own rundown of major May events.

- **Meetings & Workshops** – Candace highlighted her main meetings this month as follows: 1) with Tammy Criminger, attended the White County Community Foundation Annual Report hosted at Indiana Beach to show our appreciation and support for this organization which has awarded the library grants and which supports three of our funds. 2) SOMA (Streets of Monticello Association) to discuss upcoming events (Christmas in July golf outing and We Love Our Downtown) and to take part in worksheet training from the Indiana Main Street representative and virtual training about the Maestro website. 3) Ice Miller Working Meeting with Sharon Bail and Don Osten, met with Ice Miller, Baker Tilly, and Terry Lancer to further understand the bond process and our next steps. 4) Mental Health Proclamation by United Way of White County and Carroll County on the Madam Carroll to show our support with other community organizations in raising awareness of mental health issues. 5) White County Economic Development Luncheon with Tammy Criminger, to network and to support community partnerships.
- **Building & Grounds** – 1) As recommended after contacting several HVAC companies, MUTPL reached out to Chadwick Henricks of Patriot Heating & Cooling, LLC, requesting a second quote (first quote was from MacDonald Mechanical) on the compressor for the office and staff area. **See NB.** 2) As recommended by Terry Lancer, Primary Engineering visited the library to assess the HVAC, lighting, and the possibility for solar energy. His findings are in the handout provided to trustees. **See OB.** 3) After more discussion with the Selective Insurance adjuster and Board President Don Osten, Candace decided not to proceed with the claim for the temporary fix project for the exterior ceiling collapse because it was not financially beneficial. 4) After reviewing board meeting notes, Candace proceeded with the collapse fix project by hiring Bouma Betten Company. They have completed the work. 5) Fox Paving has completed the wider ramp from the parking lot to the main entrance, making it much more handicap accessible.
- **Management** – 1) Management discussed the building plans and the long open position of Adult Services Manager, resulting in a new idea. **See NB.**

- **Appreciation Party for Rick and Debbie Read** – The Reads were pleasantly surprised by the party and gift of appreciation for their contributions to us and the Parks Dept.
- **Website Update** – The new website is up and management is very happy with it.
- **Broadway Art Show** – Work continues toward this year’s show which is scheduled for July 28 & 29, 2023. Mark your calendars.

**Old Business** – Building Concerns and Financing: The biggest portion of tonight’s meeting went to discussion of the further steps toward our building project. Candace updated trustees on various meetings since we last met. She asked the board to read over the handout by Primary Engineering, Inc., that assessed our plumbing, mechanical, power, lighting, fire alarms, etc., by the next meeting. She also talked about the “wish list,” soliciting other ideas and referring to the MUTPL Feasibility Study from January of 2016. Board members are encouraged to add ideas as the new, better building begins to take shape in our minds. Candace will check with the state and other libraries regarding security issues (such as gun possession, active shooter situations, etc.) and recommended related procedures and/or training.

**New Business** – Trustees then addressed four (4) items of new business before adjourning.

1. Vacker Sign Purchase for Storywalk: As moved by Teresa and seconded by Tom Fletcher, the board approved the purchase of 20 frames to be used in the planned Storywalk for \$4,640.
2. Quote for Compressor Part: Trustees approved the bid from Patriot Heating & Cooling, LLC, on work on the air conditioning compressor in the office/staff area as moved by Tom Herman and seconded by Tom Fletcher.
3. Hire an Architect: As moved by Emily and seconded by Teresa, the board approved hiring Terry Lancer of Lancer Associates Architecture to oversee our building project.
4. Executive Recommendation combining the change to Adult Services Assistant and the related Job Description Edits: In order to open up the pool of potential employees and to finally fill the gap in the adult programming staff, Candace and management have revised the Adult Services Manager position to an Adult Services Assistant (to be mentored by Candace) and adjusted the requirements and pay and benefits accordingly. As moved by Emily and seconded by Teresa, trustees approved the new position and the related job description edits needed to clean up the manual.

**President’s & Other Comments/Adjournment** – Having no further business to come before the board, President Don Osten called for any final questions or comments. The meeting then adjourned at 6:11 p.m. with no objections.

The MUTPL Board of Trustees will next meet in the library on Monday, **July 10, 2023, at 5:00 p.m. for the regular monthly meeting.**

Respectfully submitted,

Emily Thacker, Secretary