

The Monticello-Union Township Public Library Board of Trustees  
will meet Monday, November 6, at 5 pm in the library.

**November 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/October claims	<b>President Action</b>
 <b>Director's Report</b>	
 <b>Old Business</b>	
 <b>New Business</b>	
Personnel Action - Leave	Discussion Action
Calendar Proposal – Library Market	Discussion Action
Printer Service - Librarica	Discussion Action
Square Point of Sale Proposal	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, December 11, 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, October 9, 2023, at 5:00 p.m.** Present were Director Candace Wells, Treasurer/Bookkeeper Sharon Bail, and trustees Tom Fletcher, Tom Herman, Don Osten, Jo Piatt, and Emily Thacker. Trustees Jamie McKean and Teresa Puterbaugh were absent.

**Call to Order/Approval of Agenda** – President Don Osten called the meeting to order at 5:00 p.m. Hearing no objections, trustees then moved forward with the proposed agenda.

**Approval of the Minutes** – The minutes of the September 11, 2023, meeting were approved with a homonym correction as moved by Jo Piatt and seconded by Tom Herman.

**Business & Finance: Treasurer Report/Claims** – Treasurer/Bookkeeper Sharon Bail noted our current Operating Fund balance and its comparison with that of September of 2022. Referring to the budget calendar handout, she reminded trustees of the vote to officially adopt the proposed 2024 Budget tonight (See NB). Sharon handed out a more detailed report on the 2023 Art Show (income & expenses) showing a revised profit of \$2,255.71. Candace added that the Friends' next book sale and holiday art show is scheduled for mid-November. She plans to attend the Frankfort Library's Art Show, which inspired ours, to check out their displays and organization for possible ways to improve our show layout here. After reviewing claims from 9/1/23 to 9/30/23, Emily Thacker moved and Tom Fletcher seconded approving the financial report and September claims of \$63,156.70, and the motion carried.

**Director's Report** – Before presenting her own September report, Candace noted that traffic in the building was up from last month.

- **Meetings & Workshops** – Candace highlighted her main meetings this month as follows: 1) Library Market Calendar Demo - w/Tammy Criminger, to review the features of their system. 2) Meeting with Purdue Extension's Hillary Hawkins- to attend the September meeting with the advisory committee and to offer suggestions on the goals and focus for the Extension Educator. 3) ILF Management Cohort Series (8 virtual sessions Sept.-Dec.) - to improve and advance her knowledge and skills as director through in-depth practical training for library managers and giving them a support network of like-minded managers to talk to for years to come. 4) Barktober - w/ Tammy Criminger and Maggie Oliver, to partner with SOMA for the 9/23/23 event in downtown Monticello and providing storytimes and crafts.
- **Building & Grounds** – 1) Mulhaupt provided a quote for updating the system to a newer advanced security system (See NB). 2) After an incident on our patio, an individual was banned and a no trespass issued.
- **Management** – Management has been investigating a new digital calendar system, trying to incorporate a way to see community events as well as library events. We worked to edit the current building design and met with Haneen from the Lancer team to discuss edits for several design layouts to present to the board. We also worked on finalizing plans for the In-Service on Thursday, October 12.
- **Adult Services Assistant** – After the new position of Adult Services Assistant was advertised, a qualified applicant was interviewed and hired to start on October 23, 2023. (See NB).

**Old Business – Proposed Building Plans:** Candace updated trustees on the building plans after last month's walk through revealed some concerns and questions. We will meet in a special session virtually with the Lancer team on Thursday, 10/12/23, at 4 p.m. to cover three (3) possible layouts, ranging from minimum to expansion in their changes. We hope to have their respective cost estimates by then as well..

**New Business –** The board addressed four items.

- 1) **2024 Budget Approval:** As moved by Emily and seconded by Jo, trustees officially approved the 2024 budget. Sharon will now submit it to the State through Gateway.
- 2) **Annual 2023 Budget Transfers:** Trustees signed two regular fund transfer resolutions from the Operating fund to LIRF(\$3,000) and Rainy Day (\$3,000) funds.
- 3) **Personnel Action – New Hire:** As moved by Tom Fletcher and seconded by Emily, the board approved Candace's Executive Recommendation to hire Kayla (Robbie) Bonner for the position of Adult Services Assistant with the probation period beginning Monday, October 23, 2023.
- 4) **Mulhaupts Security Cameras Proposal:** Following discussion on the lack of reliability of our existing camera security system, the movability of a new system, and the availability of funds, the board approved Mulhaupts' bid of \$19,389.09 for purchase and installation of replacements for our current cameras, purchase and installation of three (3) new cameras, and expansion of our recording capacity, as moved by Tom Fletcher and seconded by Jo.

**President's & Other Comments/Adjournment –** Having no further business to come before the board, President Don Osten called for final questions or comments. Candace handed out the three (3) latest layout plans to be discussed at Thursday's special session. She also went over the In Service schedule and invited trustees to attend. Don then adjourned the meeting at 5:57 p.m. with no objection, reminding the board to sign all paperwork for Sharon before leaving..

The MUTPL Board of Trustees will next meet in **special session** at the library on **Thursday, October 12, 2023, at 4:00 p.m.** and in **regular session** on **Monday, November 6, 2023, at 5:00 p.m.**

Respectfully submitted,

Emily Thacker, Secretary