

The Monticello-Union Township Public Library Board of Trustees  
will meet Monday, January 9, at 5 pm in the library.

**January 2023 Board of Trustees  
Agenda**

Call to Order	President Action
Approval of Agenda	President Action
Approval of Minutes	President Action
<b>Business and Finance</b>	
Treasurer Report/December claims	President Action
<b>Director's Report</b>	
<b>Old Business</b>	
<b>New Business</b>	
Election of Officers	Discussion Action
Computer Internet Acceptable Use Policy	Discussion Action
Personnel Action - Permanent Status	Discussion Action
Public Comments Policy	Discussion Action
City Office Janitorial Services - Deep Carpet Cleaning	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, February 13, 2022, at 5 pm, in the library

**The Monticello Union Township Public Library Board of Trustees met in executive session in the library program room on Monday, December 12, 2022, at 4:30 p.m. with Director Candace Wells for her 2022 job analysis and 2023 goals presentation. The regular monthly meeting followed.**

Present were Director Candace Wells and trustees Tom Herman, Tom Fletcher, Jamie McKean, Jo Piatt, and Emily Thacker. Trustees Don Osten and Teresa Puterbaugh and Treasurer/Bookkeeper Sharon Bail were absent.

**Call to Order/Approval of Agenda** – President Tom Herman called the meeting to order at 5:18 p.m. and encouraged trustees to move through business in a timely fashion. The agenda was then approved as presented as moved by Emily Thacker and seconded by Tom Fletcher.

**Approval of the Minutes** – The minutes of the November 14, 2022, meeting were approved as presented as moved by Jamie McKean and seconded by Tom Fletcher.

**Business & Finance: Treasurer Report/Claims** – President Tom Herman complimented the absent Treasurer Sharon Bail for her exceptional work each month on library financial matters. After reviewing claims from 11/1/22 to 11/30/22, Jo Piatt moved and Emily seconded approving the financial report and November claims, and the motion carried.

**Director's Report** – Candace believes that sickness in the community is affecting 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 November: 1) White County Health 4All where she joined a subcommittee with Cindy Isom to promote active living in the community and will also discuss the StoryWalk project for 2023; 2) Evergreen Upgrades webinars to discuss changes being made to the Evergreen system; 3) State Library Directors Meeting with Jacob Speer, the Indiana State Librarian, for a special meeting to provide updates on the interlibrary loan system (SRCS) and InfoExpress; 4) ILF Annual Conference, which had great information this year, where she focused on library construction and bonds and implementation of a solar project. Candace also noted that she and other attendees were very impressed with Rachel Cudworth's presentation on library marketing at the conference.
- **Building & Grounds** – 1) Candace referred back to her Library Improvements list, noting that we really need to address some major projects such as the roof. Tom Herman agreed, saying that it needs more than “a band aid fix” and that the investment now will pay off in many trouble free years down the road. PR Roofing had estimated a \$75,000 cost; the board would get at least three (3) bids for this sizable job. 2) The Indiana Legal Help Kiosk is installed and is ready for staff training and promotion to the public. 3) Huston Electric finished installing six (6) bollard lights and the northeast spotlight. 4) McDonald Mechanical will be checking out the problem with the heater in the program room. 5) It has been difficult recently to contact Fox Paving about completing the new central ramp and working with Huston Electric to remove the two bollards that are in this main entrance location. Candace hopes that they will move forward since checking the contract clarified that both Fox and Huston are responsible for this part of the job.
- **Management** – 1) Management discussed the health insurance plan options and decided to stay with our current renewal with Anthem. We also addressed the Christmas staff breakfast, the legal kiosk machine and schedules, the long range plan implementation and measurement, and a revised employee evaluation process.

**Old Business** – As moved by Jamie and seconded by Jo, trustees approved the final version of the Long Range Plan for the next five (5) years (Jan of 2023 through December of 2027).

**New Business**

1. **Annual Year End Financial Matters** – In order to more efficiently complete the routine annual year end fund transfers and authorizations, Tom Fletcher suggested that we address the six (6) related resolutions as one group. As moved by Jo and seconded by Tom Fletcher, the board approved the following group of resolutions:
  - to Authorize Electronic Funds Transfer (Including Payroll & PERF)
  - to Pay Bills with Prior Approval
  - to Authorize Payment of Membership Dues
  - to Transfer Funds to the Rainy Day Fund
  - to Transfer Funds to LIRF
  - to Transfer Funds within the Same Category of the Library Operating Funds
2. **Internal Controls Policy Annual Notice** – In response to a clarification by the State, trustees approved the Internal Controls Policy Annual Notice as moved by Emily and seconded by Jo. This requires trustees to sign off each year that they have received training on library internal controls and procedures.
3. **2023 Holiday List** – No changes have been made in the already approved 2023 holidays for library employees. Therefore, no action was needed on the list..

**President's & Other Comments/Adjournment** – Having no further business to come before the board, President Tom Herman called for any final questions or concerns. Candace reminded trustees of the annual Christmas Breakfast which is scheduled for Thursday, December 15th at 8:15 a.m. The regular staff meeting will follow and the library will open at 10. After these closing comments, the meeting adjourned at 5:52 p.m. as moved by Emily and seconded by Jamie.

The MUTPL Board of Trustees will next meet in the library on Monday, **January 9, 2023, at 5:00 p.m. for the regular monthly meeting.**

Respectfully submitted,

Emily Thacker, Secretary