

The Monticello-Union Township Public Library Board of Trustees
will meet Monday, June 12, at 5 pm in the library.

**June 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/May claims	President Action
Director's Report	
Old Business	
Building Concerns	Discussion Action
New Business	
Vacker Sign Purchase for Storywalk	Discussion Action
Quote for Compressor Part	Discussion Action
Hire Architect	Discussion Action
Executive Recommendation	
- Adult Services Assistant	Discussion Action
- Edit Job Descriptions	Discussion Action
President's Comments	
Comments from Staff/Public	
Adjournment	

The next regular board meeting will be held on
Monday, July 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, May 8, 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. Youth Services Manager Tammy Criminger and Circulation Services Manager Scott Miller also attended.

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 Jo Piatt.

Approval of the Minutes – The minutes of the April 10, 2023, meeting were approved as presented as moved by Tom Herman and seconded by Jamie McKean.

Business & Finance: Treasurer Report/Claims – Treasurer/Bookkeeper Sharon Bail noted our current Operating Fund balance and April LIT shares. She reported that this month's claims vouchers were not unusual and passed out the 2023 budget calendar handout for the 2024 budget. After reviewing claims from 4/1/23 to 4/30/23, Jo Piatt moved and Tom Herman seconded approving the financial report and April claims, and the motion carried.

Director's Report – Candace asked both managers in attendance to summarize their reports to the board before she gave her April Adult Services and her Director's reports.

- **Meetings & Workshops** – Candace attended or met with the following in April: 1) ILF Advocacy Meetings for continuing updates on library related bills in the state legislature, including the passage of bill 1447. 2) SOMA (Streets of Monticello Association) to discuss upcoming events (Christmas in July golf outing and We Love Our Downtown). 3) Indiana State Library to hear their Directors Update on the new carrier service starting in July, the approved Senate and House bill for the Imagination Library, and the future of the SRCS program. 4) KIRPC (Kankakee-Iroquois Regional Planning Commission) to discuss the Indiana Office of Community & Rural Affairs (OCRA) public facilities program in case we decide to apply for their grant to help fund our building project. 5) Bond Financing Meeting with Ice Miller's Kristin McClellan to discuss the bond financing process, including acquiring a financial advisor from Baker Tilly and scheduling a special informational session with the board (See May 18, 2023, minutes of that meeting which follow). Sharon Bail and Don Osten also attended with Candace.
- **Building & Grounds** – 1) As recommended by Lancer Associates, Scott Clore, the structural engineer, inspected the north wall of the building and the whole structure of the library. He provided a report on his thorough inspection (included in the May meeting packet) and found no instability. Terry Lancer will also receive a copy of this report. 2) McDonald Mechanical performed their regular spring maintenance on the air conditioners and found an issue with the office/staff area machine's compressor. Their proposal for installation of this part would cost nearly \$9,000. The board agreed to hold off on this action and to explore other less expensive options if necessary. 3) The management decided to purchase a temporary bicycle rack for the patrons because the current one is located in the area now closed due to the exterior ceiling collapse.
- **Management** – 1) Management met virtually with One Technologies to see their draft of the revised website for review. They asked us to provide edits now before going live with it. 2) Management discussed updates on the bills being proposed at the Indiana statehouse and recent information and concerns on our building.

- **StoryWalk** – Candace and Tammy met with Mitch Billue and the Monticello Parks Department Board about partnering to bring the StoryWalk project to the Altherr Nature Park. (Handout included in May packet) The board loved the idea and approved our installing the framed pages on posts along their paved walking path at this park. Tammy and Candace have explored grant opportunities for this project and will start the process of applying. Tammy shared the book to show its size and explained the breakdown of project components and costs that will be shared.

Old Business – Building Concerns and Financing: The biggest portion of tonight’s meeting went to discussion of the further steps toward our building project. Trustees shared questions, ideas, and concerns. Candace will schedule the meeting with Ice Miller and Baker Tilly representatives on the financing process for Thursday, May 18, 2023, at 4 p.m. if possible. (Minutes of that meeting follow.)

Meanwhile, the board also discussed fixing the ceiling collapse temporarily, as recommended by Terry Lancer. After considering the need for quick action, trustees decided that Candace should continue her efforts to determine insurance coverage and to confirm getting this job done as soon as possible at a reasonable price as previously suggested by Bob Webster of Bouma Betten Corporation. Candace hopes to have specifics on this by our next meeting.

New Business – Trustees addressed one item of new business before adjourning.

Raised Garden Bed Grant: Tammy spoke to the board about purchasing a raised garden bed built of recycled plastic by a USA company to use in outdoor children’s programming. This initial bed can be added onto in the future if desired. As moved by Jamie McKean and seconded by Emily, the board approved the director’s executive recommendation to use money from the Children’s Gift Fund to be added to our \$1,000 Environmental Outdoor Education grant from the White County Soil & Water Conservation District to purchase this raised bed from Frameitall. Members also suggested related gardening gear such as the city of Monticello’s free rain barrels (Jamie) and special soil from Bryan Furrer of Biotown Agriculture in Reynolds (Tom F.). Tammy will check into these.

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 6:40 p.m. as moved by Emily and seconded by Jamie.

The MUTPL Board of Trustees will next meet in the library on Monday, **June 12, 2023, at 5:00 p.m. for the regular monthly meeting.**

May 18, 2023, Special Session Minutes

The MUTPL Board of Trustees met in Special session on Thursday, May 18, 2023, at 4 p.m. in the library program room. The purpose of the meeting was to learn more about using bond financing for our upcoming building project. Attending were Director Candace Wells, Treasurer/Bookkeeper Sharon Bail, and trustees Tom Fletcher, Don Osten, Jo Piatt, Teresa Puterbaugh, and Emily Thacker. Trustees Jamie McKean and Tom Herman were absent. Also attending were Youth Services Manager Tammy Criminger and Circulation

Services Manager Scott Miller and Ice Miller (Board counsel) representative Kristin McClellan. Attending via computer screen were BakerTilly (Financial advisor) representatives Lindsay Simonetto, Lisa Huntington, and Lacey Vachon.

President Don Osten called the meeting to order at 4 p.m. The agenda was approved as presented as moved by Emily and seconded by Jo. Trustees received three (3) handouts: one from Ice Miller and Baker Tilly on the bond financing process; another, a 2016 architect's proposed floor plan from when the board had looked into remodeling and expanding the building; and finally, an ongoing "wish" list compiled recently by management and staff noting improvements they hope to see addressed within this project.

Business - Bond Financing. Kristin opened by leading trustees through the first part of the handout, outlining the bond financing process, defining terms, and explaining legal requirements. Then the Baker Tilly representatives added their financial information, including marketing the bonds and post sale activities. Questions were encouraged and answered throughout the presentation. Trustees need to officially hire an architect as soon as possible and then can move on to the next steps in the legal process, which Kristin said would take about three months before any bonds are actually issued.

Don thanked all the participants for their time and help. All attendees appreciated the information and assistance in understanding the bond financing process.

Respectfully submitted,

Emily Thacker, Secretary