

The Monticello-Union Township Public Library Board of Trustees  
will meet Monday, August 14, at 5 pm in the library.

**August 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/July claims	<b>President Action</b>
<b>Director's Report</b>	
<b>Old Business</b>	
Proposed Building Plans	Discussion
<b>New Business</b>	
Advertising the 2024 Budget	Discussion Action
E-Rate Consortium Contract	Discussion Action
In-Service Training Closure	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, September 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, July 10, 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 5:03 p.m. The agenda was then approved as presented as moved by Emily Thacker and seconded by Tom Herman.

**Approval of the Minutes** – The minutes of the June 12, 2023, meeting were approved as presented as moved by Tom Herman and seconded by Jo Piatt.

**Business & Finance: Treasurer Report/Claims** – Treasurer/Bookkeeper Sharon Bail noted our current Operating Fund balance and June LIT shares. She also called trustees' attention to the hand out of the proposed 2024 Operating Budget based on a 4% growth portion that was confirmed by the state today. At its August 14, 2023, meeting, the board will vote on approving advertising this 2024 Operating Budget. **A quorum must be present for this vote.** Sharon also explained that insurance payments and more programming expenses accounted for the rise in total claims this month. After reviewing claims from 6/1/23 to 6/30/23, Tom Fletcher moved and Teresa Puterbaugh seconded approving the financial report and June claims of \$68,690.68, and the motion carried.

**Director's Report** – Before presenting her own June report, Candace summarized that traffic in the building is up, summer reading is in full swing, and staff discussions on needs and hopes for the building project are ongoing.

- **Meetings & Workshops** – Candace highlighted her main meetings this month as follows: 1) The Kiwanis Action Club, a club for people with disabilities, to present what's happening at the library and to invite them to join us for activities, movies, and borrowing materials. 2) SOMA (Streets of Monticello Association) We Love Our Downtown event (6/9/23) with Circulation Clerk Chris Reidy to host a table to provide information on summer reading and to give out cotton candy. 3) Women's Giving Together Luncheon at the Reynolds School for networking and hearing an inspirational keynote speaker who discussed her global nonprofit, Network of Caring.
- **Building & Grounds** – 1) As mentioned last month, Bouma Betten Company installed the sheeting on the exterior collapse to provide a temporary solution. 2) Also as mentioned previously, Fox Paving installed the new ADA ramp from the parking lot to the front entrance which is already appreciated on many levels. 3) We have decided to no longer have the Pepsi machine at the library because of a rise in soda cost and a discontinuance of any commission to us. 4) Norway Gardens has continued their maintenance and replaced two memorial trees that did not survive, adding tree bags to provide continuous watering. 5) When Patriot Heating and Cooling learned that the special part needed for our AC unit would not be available until September, we canceled our order for it and purchased two portable AC units for the office area at Chad Henricks's suggestion. Scott Miller was able to purchase piping and rig up a ventilation system to the outdoors through Sharon's office window.
- **Management** – 1) Management met with Haneen Khader from Lancer Architectural Associates to discuss the needs and hopes list and potential building projects. They showed her around the building, discussing how we use it and how we saw those needs changing in the future. The design team will take the information and create a layout for staff and the board to review, possibly in about two weeks. 2) Candace reported that

MUTPL was notified officially by the state that we are meeting all standards and doing everything we are supposed to be doing.

- **Friends of the Library** – Friends received \$904 in sales and had a total of 152 people at their summer book sale on June 2 and 3. The Friends run an ongoing book sale inside the library and continue to receive incredible profits from it. At the June Friends meeting, they generously approved \$3,200 of additional funds to support our current Storywalk project. [In related news, Tri Kappa donated \$400 to also support our Storywalk.]
- **Broadway Art Show** – Final preparations continue toward this year’s show which is scheduled for July 28 & 29, 2023. Currently, we have over 40 confirmed artists for the show, more than half of which are new. Refreshments and music - a harpist - are planned for Friday evening’s Patrons’ Reception. Management and Rachel Cudworth are still organizing volunteers and advertising opportunities.

**Old Business – Building Concerns and Financing:** At the June meeting, Candace had handed out the building assessment done by Primary Engineering, Inc., covering current MUTPL plumbing, mechanical, power, lighting, fire alarm, and telecommunications systems. It includes recommendations and probable costs. Having asked trustees to read it over, she went through the major findings. These are factors to be considered in the upcoming building project.

This report expanded into security concerns and safeguards. For example, should we add barriers to the front entrance? Could very large flower pots serve that purpose? We briefly discussed the library’s legal stand on weapons and service animals (See 2023 Legislation HO #1354) and whether or not we have a “panic button.” Jamie McKean recommended a staff meeting with Police Chief Jeremy Kyburz to discuss active shooter training and even the potential of a drill. Candace also reported on repeated difficulties with some individuals misusing or abusing the property or harassing staff or patrons, resulting in bans and requests for additional police visits. Such issues affect staff, forcing reconsideration of outdoor furniture placement and even landscaping. She hopes to discuss how to solve these problems with other directors.

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

1. **2024 Proposed Budget:** Trustees looked over the revised 2024 Operating Budget hand out that now reflects the change from Adult Services Manager to Assistant Adult Services Manager.
2. **2024 Salary Ordinance:** As moved by Tom Herman and seconded by Emily, trustees approved the 2024 Salary Ordinance, effective January 1, 2024.
3. **Cass Township Contract:** The board accepted and signed the Cass Township contract.
4. **Credit Card Policy Change:** As moved by Jo and seconded by Jamie, trustees approved the Director’s Executive Recommendation to issue a credit card to Sharon Bail (Total now of 6, each with a \$700 limit) to facilitate necessary business charges.

**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 6:46 p.m. with no objections.

The MUTPL Board of Trustees will next meet in the library on Monday, **August 14, 2023, at 5:00 p.m. for the regular monthly meeting. We must have a quorum present to approve 2024 budget advertising.**

Respectfully submitted, Emily Thacker, Secretary