

The Monticello Union Township Public Library Board of Trustees met in regular session in the library conference room on Monday, March 11, 2024, at 5:00 p.m. Present were Director Candace Wells and Treasurer/Bookkeeper Sharon Bail, along with all trustees as follows: Tom Fletcher, Tom Herman, Butch Kramer, Don Osten, Jo Piatt, Teresa Puterbaugh, and Emily Thacker.

Call to Order/Approval of Agenda – President Don Osten called the meeting to order at 5:00 p.m. Director Candace Wells noted that the Director’s Report had been inadvertently left off the agenda and that it should follow Business & Finance as usual. Trustees also inserted the bid presentations for Lawn Maintenance to begin the meeting, saving discussion and any action until New Business. This amended agenda was then approved as moved by Jo Piatt and seconded by Emily Thacker.

Lawncare Maintenance Bid Presentations – The board then considered three bids for yard and landscaping care at MUTPL. 1) Bailey Cottrel spoke for C & C Lawncare & More LLC. This company provides our winter plowing and sidewalk care. 2) Tessa Humphrey and Eric Highland spoke for Exterior View Inc., a new company to Monticello. 3) Bruce Lyons of Norway Gardens (who currently does our lawn and landscaping work) had provided a printed detailed description of services and costs. They are eliminating their mowing service this year. Trustees thanked all presenters for their time and interest. (See **New Business**)

Approval of the Minutes – The minutes of the February 12, 2024, combined special session and regular monthly meeting were approved as submitted as moved by Butch Kramer and seconded by Tom Herman.

Business & Finance: Treasurer Report/Claims – Treasurer/Bookkeeper Sharon Bail noted that this month’s claims were once again “back to normal.” She passed out our 2023 Investment Information, which shows our money market and Community Foundation account figures, and our 2023 Gateway Annual Financial Report, which is submitted to the State Board of Accounts each year and is used when we are audited. After reviewing claims from 2/1/24 to 2/29/24, Tom Herman moved and Jo seconded approving the financial report and February claims of \$64,807.98, and the motion carried. Trustees thanked Sharon for her continued excellent work on financial matters and another great job on our Treasurer Report

Director’s Report – Candace announced that the library has seen lots of traffic recently, including busier evenings with patrons staying longer. She also noted an increase in the number of library cards being issued – “a good thing.” She then briefly highlighted the managers’ reports and her own.

• **Meetings & Workshops** – Candace listed her main meetings this month as follows: 1) SOMA – attended the monthly board meeting and helped the design committee organize details for the Tornado Memorial event on April 3, 2024. 2) White County Libraries Meeting – continued to meet with all directors monthly to share concerns and ideas and to collaborate on summer reading by creating a passport to increase traffic to all our libraries. She will also reach out to the Lincoln Township trustee because they are not currently contracted with any library. 3) Monticello Arts Beat Meeting – met at the library to discuss opportunities for increasing the arts in our community, including their next art show in April to showcase Twin Lakes High School artists and their work. 4) Indiana Summer Reading Roundtable – hosted our first summer reading roundtable for the northern part of Indiana, which was well attended with 18 participants including our own library staff

● **Building & Grounds** – 1) Hinshaw Roofing installed plywood and shingles to the leaking roof areas over the Children’s and Program rooms. We will continue to monitor these areas and any new ones. 2) Due to the lights being too high and thus inaccessible to staff, Huston Electric installed new light bulbs in the back technology/Friends room. (The fire department has previously helped us replace bulbs here.)

● **Management** – 1) Circulation Services Manager Scott Miller has continued to interview to fill open positions. 2) Management has been conducting employee evaluations during January and finalizing them by the end of February. 3) We held two public hearings this month (2/5/24 & 2/12/24) on the building project and are awaiting the deadline (3/18/24) for any opposition to be filed before heading to the April County Council meeting.

* **Broadway Art Show** – We have begun to organize and update art show registration forms and information. Invitations to artists will go out beginning in March. We need to focus on increasing the number of art patrons for this year and will start advertising the Broadway Art Show through the Arts Federation in Lafayette and connect with local art galleries in that effort. Candace also suggests that proceeds from this year’s show (sales and patron donations) go toward “beautifying our newly remodeled and expanded library.” Patrons often ask what their contributions will be used for.

Old Business – Building Project Update: Candace summarized our current status. We have finalized the three members of the Building/Leasing Corporation for the library remodel/expansion project. We met on 2/29/24 to brief the members on the project and to answer any questions. At this meeting, we confirmed the officers as Nicole Jenkinson, president; Donald Hanni, vice president/treasurer; and Carolyn Sue Schlimme, secretary. Kristin McClellan of Ice Miller and Lisa Huntington of Baker Tilly were also with us virtually. Trustees should plan to attend the 4/15/24 County Council meeting at 10 a.m. – our next step in this building project.

New Business – Trustees then addressed two (2) items.

1. **Lawncare Maintenance** – Discussion of the bid presentations resulted in plans to split the duties and to hire two companies. As moved by Tom Fletcher and seconded by Jo, trustees approved awarding (1) the contract for regular mowing and trimming of the yard to C & C Lawncare & More, and (2) the contract for landscaping and beds care, fertilization, and clean-ups to Norway Gardens. Both companies are aware of the planned work on the building which may affect care schedules.
2. **Personnel Action – New Hire** – As recommended by Candace and moved by Tom Herman and seconded by Teresa Puterbaugh, the board approved the hiring of Linda Cadogan as an evening circulation clerk. Her probation period began on Monday, 2/26/24.

Comments/Adjournment – Having no further business to come before the board, President Don Osten called for any final questions or comments. Hearing none, he adjourned the meeting at 6:22 p.m. with no objections.

The next regular meeting of the MUTPL Board of Trustees is scheduled for the day of the solar eclipse, **Monday, April 8, 2024, at 5 p.m.** in the library conference room.

Respectfully submitted,

Emily Thacker, Secretary