

**The Monticello Union Township Public Library Board of Trustees met in regular session in the library conference room on Monday, August 12, 2024, at 5:00 p.m.** Present were Director Candace Wells, Treasurer/Bookkeeper Sharon Bail, and trustees Tom Fletcher, Butch Kramer, Don Osten, Jo Piatt, Teresa Puterbaugh, and Emily Thacker. Trustee Tom Herman was absent.

**Call to Order/Approval of Agenda** – President Don Osten called the meeting to order at 5:00 p.m. As moved by Emily Thacker and seconded by Butch Kramer, the agenda was then approved as presented.

**Public Comments** – N/A

**Approval of the Minutes** – The minutes of the July 8, 2024, regular monthly meeting were approved as submitted as moved by Butch Kramer and seconded by Teresa Puterbaugh.

**Business & Finance: Treasurer Report/Claims** – Treasurer/Bookkeeper Sharon Bail noted another higher monthly claims total, explaining that this reflects our payment to Lancer Associates Architecture, as well as three (3) payrolls in July. She reported that art show sales are not yet finalized, but she expects profits to be close to the usual. Until our bonds are sold (probably in October), Sharon will be using LIRF and Rainy Day funds as needed for the building project expenses. This led to some discussion on the bond market – how it works, how rates look, etc. Don suggested that chances are that a mutual fund will buy them all. Meanwhile, our overall 7/31/24 Operating Fund Balance is still higher than a year ago. After reviewing claims from 7/1/24 to 7/31/24, Jo Piatt moved and Emily seconded approving the financial report and July claims of \$117,274.30, and the motion carried.

**Director's Report** – Candace noted that July was another busy month with final summer reading traffic, lots of programming, and then the art show. She handed out an updated list of employees and briefly highlighted the managers' reports before summarizing her own.

- **Meetings & Workshops** – Candace listed her main meetings this month as follows: 1) ADA Meeting – attended the ADA Bowling fundraiser and the regular monthly meeting to discuss the fundraising results. 2) SOMA – partnered with SOMA for the “We Love Our Downtown” event. 3) Building Progress Meeting – w/management, met weekly with the Lancer team to review project progress and to collaborate on issues and concerns.
- **Building & Grounds** – 1) Hinshaw Roofing repaired two critical leaks in the children's room and the program room. The new building should cover most of the spaces affected by the 23 leaks throughout the library. We will continue to watch for critical problem leaks that must be fixed sooner. 2) Freshlook provided window cleaning to our interior and exterior windows and power washed the main entrance before the art show. 3) As part of our building project, surveyors on the property have been marking utility lines and soil testing. 4) Aaron Clark (as recommended by Lafayette Aquarium World) cleaned our fish tank. Candace has scheduled this for every six (6) weeks and will be putting out donation collectors again to offset the added cost.
- **Management** – Management and staff continue to pare down and organize our collections, storage, and all spaces before the construction.
- **Broadway Art Show** – We completed hosting the Broadway Art Show on July 26 & 27, 2024. On Friday evening, 168 people attended the reception and 479 came in on Saturday. We had positive feedback from both attendees and artists. Candace still wants to have the show next

year, even in the midst of our building project, and is already considering nearby possible off-site locations for the event in lieu of our own facility.

**Old Business – (Move to after New Business)** Don suggested that we address a short list of New Business issues and save the OB/Building Plans update to last. No one objected

**New Business** – Trustees then addressed three (3) items.

1. Advertising the 2025 Budget – As moved by Butch and seconded by Jo, the board approved advertising the proposed 2025 Budget. Sharon noted that this final form is the same in all amounts. A public hearing on the budget with the County Council will be held on 9/16/24 at 10 a.m. at the courthouse.
2. Personnel Action – Permanent Status – As moved by Jo and seconded by Teresa, trustees approved Candace’s executive recommendation to move Debra Newlin, the Youth Services Children’s Assistant, to permanent status.
3. Job Descriptions: Maintenance Position and Custodian Position – As moved by Butch and seconded by Tom Fletcher, the board approved the revised and clarified job descriptions of both positions.

**Old Business** – Before adjourning to look at the latest enlarged versions of our building project, the board discussed several issues that have surfaced as the plans continue to develop. Our building is not up to code. This was anticipated. A change in the law now requires that we install a sprinkler system for fire extinguishing; this adds to our expenses. However, it does fit into our lighting and ceiling remodel, which helps hold down the costs. Candace will try to talk to other libraries that have recently gone through this process. She passed around several artist’s renderings projecting how certain interior areas may look when the project is done. Meanwhile, many decisions must be made (furniture, flooring, doors, security, etc.), and she said it’s great to have so much help (staff & board) in making suggestions. She also assured the board that we will keep and reuse as much as possible in our remodeled building.

**President’s Comments/Adjournment** – Having no further business to come before the board, President Don Osten called for final questions or comments. He then adjourned the meeting at 5:55 p.m. with no objections, encouraging trustees to take a look at the enlarged version of the plans on their way out.

The next regular meeting of the MUTPL Board of Trustees is scheduled for **Monday, September 9, 2024, at 5 p.m.** in the library conference room.

Respectfully submitted,

Emily S. Thacker, Secretary