

The Monticello Union Township Public Library Board of Trustees met in regular session at the temporary site (934 N. Main St.) on Monday, February 10, 2025, at 5:00 p.m. Present were Director Candace Wells, Treasurer/Bookkeeper Sharon Bail, and trustees Tom Fletcher, Don Osten, Jo Piatt, Teresa Puterbaugh, and Emily Thacker. Trustee Butch Kramer was absent. The board is awaiting a new trustee, appointed by the school board, to begin serving asap.

Call to Order/Approval of Agenda – Board President Don Osten called the meeting to order at 5:02 p.m. As moved by Emily Thacker and seconded by Jo Piatt, the board approved the agenda as presented.

Public Comments – N/A

Approval of the Minutes – The minutes of January 13, 2025, regular session was approved as submitted as moved by Tom Fletcher and seconded by Teresa Puterbaugh.

Business & Finance: Treasurer Report/Claims – Treasurer/Bookkeeper Sharon Bail noted that January claims are usually higher than those of other months because charges for many of our regular services are due this month. She also listed our average monthly spending amount (per Budget) on the front page of her report (\$70,283.33). After reviewing claims from 1/1/25 to 1/31/25, the board approved the financial report and January claims of \$75,992.98, as moved by Tom Fletcher and seconded by Jo Piatt.

Director's Report – Candace noted the following extra handouts for trustees to look over: the MUTPL Board of Trustees By-Laws, the Policy Revision Timetable, and the 2025 Board Meeting Calendar with dates and usual business or major expenses required each month.

- **Meetings and Workshops**: 1) ILF Advocacy Meetings – virtual meetings to discuss the upcoming legislative session and any bills affecting libraries. 2) SOMA Annual Luncheon – with Tammy Criminger, to reflect on the 2024 events and projects. 3) Kiwanis Luncheon – to update members on our progress and the opening of the Temp. 4) ADA Meeting – to discuss the upcoming Disability Awareness Month campaign in March.
- **Main Building Tasks** – 1) Mulhaupts installed security cameras, smoke detectors, and the alarm panel. 2) MUTPL informed Culligan of the new Temp location to schedule water drop off. 3) Waste Management Trash Service for the Temp began in January. We will not resume trash service at the Broadway location until we move back. 4) Regency Properties responded when we called about an issue with one of the exit doors, sending a company to inspect it and order replacement parts. 5) Scheurich's Plumbing and Heating removed the old water fountain and installed a spigot so the custodian could fill a bucket at the Temp.
- **Management** – Management had long discussed how and when to open the Temp, deciding on 1/21/25, the advertised opening date. The biggest problem delaying the opening was the lack of Internet service, so we also had explored other options. As a government agency, we qualified for a price discount with T-Mobile, and they assisted us in providing limited operating service, primarily for staff use. We are still waiting for full Internet service (as of today, 2/10/25!), and we are frustrated, as are people who want to be able to come in and browse and print and otherwise use public computers. We await installation of full Internet service by Zayo (formerly ENA) asap. Candace also noted that she has encouraged staff to assist patrons before asking for back up as management is working hard to finalize decisions on the main building and Internet at the temporary site and cannot always be there to handle issues.
- **Board Member Appreciation Night** – The library trustees hosted an Appreciation Night to recognize retiring member Tom Herman, who has served the limit of sixteen (16) full years on

the board. The library presented him with a uniquely designed wooden box created by a Carroll County artist in honor of his years of contributions to MUTPL. Trustees, staff, and community members attended to show their appreciation and thanks to Tom for all his time and effort.

New Business – The board then jumped to complete New Business before anyone had to leave.

1. TD Construction Application for Payment (See Handout for details) – As moved by Tom Fletcher and seconded by Emily Thacker, the board approved payment to TD Construction Company (through Huntington Bank) for \$439,562.38.

Old Business – Candace summarized and updated work on the building project. The team met on Tuesday, 1/28/25, at the Broadway location to review progress (See HO for meeting outline and pictures). Meetings will continue to be held every other Tuesday while construction is in progress. Candace also spoke of Phase 2 of the project, which focuses on the south lawn, landscaping, and possible additions such as a performance shelter and pathways to make the property more inviting and usable. Final decisions are being made on furniture as well. She continues to keep an eye on the state legislature's bills, especially property tax reduction bills that could impact libraries, noting ILF's lobbying efforts.

President's Comments/Adjournment – Having no further business to come before the board, Don called for any final questions or comments. Candace thanked the board for its continuing support. She is proud of our current collection, noting that we were able to move just over half of our full collection to the Temp. And she is thinking about holding our annual art show here – it might be a bit smaller, but this venue could support the event. Trustees again applauded her efforts and those of her staff. Don then adjourned the meeting at 6:05 p.m. with no objections.

The next regular meeting of the MUTPL Board of Trustees is scheduled for **Monday, March 10, 2025, at 5 p.m.** at the Temp (temporary library at 934 N. Main St.).

Respectfully submitted,

Emily S. Thacker, Secretary