

The Monticello-Union Township Public Library Board of Trustees met in regular session at the Temp (934 N. Main St.) on Monday, November 10, 2025, at 5:00 p.m. Present were Director Candace Wells, Treasurer/Bookkeeper Sharon Bail, Circulation Services Manager Scott Miller, Youth Services Manager Tammy Criminger, and trustees Tom Fletcher, Butch Kramer, Don Osten, Jo Piatt, Teresa Puterbaugh, and Emily Thacker. Trustee Chuck Kubly was absent.

Call to Order/Approval of Agenda/Public Comments – At 5:00 p.m. Board President Don Osten called the meeting to order. As moved by Butch Kramer and seconded by Emily Thacker, the board approved the agenda as amended, adding one item of New Business. (Public Comments - NA)

Approval of the Minutes – The minutes of the October 13, 2025, regular session were approved as presented as moved by Butch Kramer and seconded by Teresa Puterbaugh.

Business and Finance – A) Treasurer/Bookkeeper Sharon Bail noted our October financial details, including the final 2025 Broadway Art Show expenses and profit total of \$2,285.08 (See HO attached in green treasurer packet). Trustees reviewed claims from 10/1/25 to 10/31/25, and approved the financial report and the October claims (corrected from August claims on green packet front page) of \$76,369.31, as moved by Butch Kramer and seconded by Jo Piatt. B) As moved by Jo and seconded by Butch, the board approved the resolutions to transfer from the Operating Fund \$40,000 to both the Rainy Day Fund and LIRF, for the purpose of keeping the Operating Fund under the 150% threshold. C) As moved by Jo and seconded by Teresa, the board approved the payments by Argent (The Huntington National Bank) from the Leasing Corporation's construction fund to the creditors listed on the affidavit (See Affidavit for Payment and other HO's for itemized expenditures).

Director's Report – Candace again asked trustees to read over the monthly managers' and her reports in the HO's. She did highlight 1) building repairs in the Temp; 2) the Friends' book sales and their plans for a final one from their temporary storage room in the Veterans Affairs Building (old Ivy Tech site); 3) staff and management's continued work on a moving plan and eventual grand reopening at the Broadway site; and 4) a very helpful IPLA Directors Meeting with a useful presentation on library funding that Candace may utilize.

Old Business – Update on Building Project (For more details, see also Candace's Director's Report.) Management and the construction team continue their regular meetings every two weeks. Work goes on to finish the job, most of it inside (i.e. drywalling, flooring, painting). MUTPL was given a 12/1/25 date to get in the building after several earlier dates couldn't be met. Uncertainty still exists and may cause difficulties, especially with furniture deliveries and inspections, but Candace and the staff have done all they can to prepare a flexible moving plan that allows for some time fluctuations. The plans include a tentative public Grand Opening date of January 8, 2026, when we are back in the Broadway building. (See HO's for more details and recent pictures.)

New Business – The board then addressed several items.

1. Personnel Action – New Hire – As moved by Jo and seconded by Emily, the board approved Circulation Services Manager Scott Miller's hiring of Jessica Virkkan to fill the position of Afternoon/Evening Circulation Clerk. Her six-month probation period began on 10/30/25. MUTPL is now fully staffed.
2. Snow Removal Quote – As moved by Butch and seconded by Teresa, trustees approved the bid for snow removal services from C&C Lawn Care and More LLC, who handled plowing, salting, etc. for the library last year.
3. #2 Building Project Purchase – As moved by Butch and seconded by Jo, the board approved the purchase of various electronics, trash cans, dry erase boards, book repair equipment, etc. totalling \$16,205.
4. Gale Legal Forms Database – As moved by Teresa and seconded by Emily, trustees approved Candace's Executive Recommendation to purchase Gale Legalforms: Indiana Database at the discounted price of \$1,575.
5. Bulletin Board Policy – As moved by Butch and seconded by Teresa, the board approved the revised version of our Bulletin Board Policy.

6. Surplus Property Donation to Friends – As moved by Butch and seconded by Teresa, trustees approved Candace’s Executive Recommendation to transfer the items listed for deaccession (See HO) to the Friends of the Library, who will assist in their sale or disposal. Candace wants people to be able to come in and see these older and unneeded items (mostly furniture) that are now available for others (who may pay whatever they want for them).
7. LibraryIQ – As moved by Jo and seconded by Emily, the board approved purchasing a LibraryIQ subscription for \$1,275. Youth Services Manager Tammy Criminger spoke briefly, sharing how helpful LibraryIQ is to librarians in gathering statistics on their collections and how patrons are interacting with the library, leading to smarter staff decisions and stronger services.

President’s Comments/Adjournment – Having no further business to come before the board, Don called for any other questions or comments. Hearing none, he adjourned the meeting with no objections at 6:44 p.m.

The next regular meeting of the MUTPL Board of Trustees is scheduled for **Monday, December 8, 2025, at 5 p.m.** at the Temp (934 N. Main St.).

Respectfully submitted,

Emily S. Thacker, Secretary