

The Monticello-Union Township Public Library Board of Trustees met at the Temp (934 N. Main St.) on Monday, December 8, 2025, at 5:00 p.m. for a double session, including the annual end of year finance meeting and their regular business meeting. Present were Director Candace Wells, Treasurer/Bookkeeper Sharon Bail, Circulation Services Manager Scott Miller, Youth Services Manager Tammy Criminger, and trustees Tom Fletcher, Chuck Kubly, Don Osten, Jo Piatt, Teresa Puterbaugh, and Emily Thacker. Trustee Butch Kramer was absent. Architect Terry Lancer was also present on screen. This was the board's final meeting at the rented temporary library facility.

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 Jo Piatt and seconded by Emily Thacker, the board approved the agenda as amended to move Terry Lancer's on screen update on the building project to the beginning of the meeting. (Public Comments - NA)

Old Business - Update on the Building Project – Before turning the building project report over to Terry Lancer, Head Architect at our firm, Candace briefed trustees on the most recent delays, problems, and challenges of making the move back into the Broadway site. We are now down to the final days, having only December, 2025, rental of the Temp, where books.etc. are packed; shelves, etc. are broken down; and the library is closed to regular business. However, TD Construction is again running behind, and we cannot move things into unfinished areas at the Broadway building. So Candace contacted Terry, seeking his counsel at this stage of the project. Should we have our attorney take some kind of action? What can we do to move construction forward faster? How should we handle this continued delay to our move - these unmet deadlines? Terry immediately stepped in to talk with Troy Deppe and Dave Price, the main managers from TD Construction. (**A detailed summary of his report on the status of the building project completion follows, with related board discussion, as presented to the board on screen on 12/8/25.)

**After talking with Candace, Terry met virtually with Troy Deppe and Dave Price of TD Construction. He had heard that MUTPL was getting an inspection for a temporary certificate of occupancy. However, the inspection failed because the required fire suppression system was not complete, so no temporary certificate of occupancy was issued, again delaying our move back into the Broadway site. (And December was our final rented month at the Temp.) Terry indicated his disappointment. Troy and Dave didn't know or expect that this would happen.

Terry asked for a detailed day-by-day schedule until completion of what exactly was to be completed when. This had previously been a more generalized list, not a day-by-day schedule that specified "This is to be done on this day." Terry warned Candace that the next regular meeting with construction might be "heated." At that meeting, Terry asked Troy if the contracted flooring subcontractor was there onsite in person to be sure that the promised work was being done. Troy had not followed up to be sure he'd be there. Terry blew up, telling Troy he could be charged with costs caused by delays (i.e. flooring completion). That got Troy's attention. He is now providing a specific day-by-day schedule of what exactly will be completed. Terry's staff was on site today (12/8), and it appears workers are making some progress, but they are still behind where they need to be for the move.

Candace had also noticed progress made on her visit today (12/8) compared to last week. She told Dave that he still needed to get on it, especially to meet the next inspection, which was scheduled for the next day (12/9). She reminded trustees that we must be able to put furniture in an area that DOES have flooring, and then Troy and Dave will work around it to complete other areas. Also noteworthy is that work continues on installing the internet network. Troy says he has double checked with inspection and that the internet network doesn't have to be totally done for us to pass. Candace asked Terry to confirm that. He said that usually to pass inspection, we would need to send out a test alarm (to fire fighters). That used to be done by phone, but now it's done by the internet. So if we can do that, the local inspector has the power to say we are OK.

Candace feels that Terry's on screen "confrontation" with Troy provided the "push" needed to get things moving and done. (At the regular meeting with construction, Candace, Sharon, and Don all said they backed away when that virtual face-to-face happened!) She now feels better about the chances of everything actually

getting done. Terry is again aggravated by Troy's giving excuses about not meeting deadlines (more than once!) and by our not being in by January, 2026, because we had pretty much promised this to the community.

Candace continued, saying some moving was done today (Monday, 12/8), with more planned for Thursday through Saturday. KI Furniture will deliver, then assemble in the next couple days. Dave has assured movers that all flooring will be done tonight (12/8). Jo Piatt asked who had to do the cleaning. Candace replied that it is their job, not ours, and that Dave's wife has been doing it. Also, professional cleaners were in at least once before the flooring went down. Candace expressed the definite need for professional cleaning.

Terry then specified that our contract does not include liquidating damages (per day delays, i.e. \$1,000/day). However, we can seek ACTUAL DAMAGES from the contractor. Terry will continue to push; he will have his people on site. Terry can't wait till the grand reopening when the community sees their basically new library.

Crews will still need to do some touch ups - such as painting. And other concerns exist; for example, the south lawn area is not cleared and level and has some dangerous holes. (NOTE: The south lawn and parking lot won't be completed until spring.) Overall site security needs improvement. All parties are liable. Even securing the building must be better. It was finally locked after Candace called attention to people getting in.

Questions have arisen about possibly holding the final payment until all work is completed. Tom Fletcher pointed out that avoiding this is one reason why you hire a really good architect (as we have) to push the contractor when needed. He also commented that it is somewhat unusual to have this many complaints this close to the finish. "People are paying attention." If things aren't right, it's being noticed and called out.

Chuck Kubly wrapped up the project update and discussion with his observation on the bright side: "The mural looks fabulous! I think the community is going to love it!" Trustees then thanked Terry for his ongoing help, and he left the meeting.

Annual End-of-Year Finance Meeting – At 5:56 p.m., President Don Osten called the year end finance meeting to order. All resolutions were routine to the final meeting of the year and were approved as noted (*motion/second). See HO's for specific details as needed. Business and Finance Resolutions:

- A. To Transfer Funds within the Same Category of the Library Operating Funds - (*Chuck/Teresa)
- B. To Authorize Payment of Membership Dues - (*Chuck/Emily)
- C. To Authorize Electronic Funds Transfer - (*Jo/Chuck)
- D. To Pay Bills with Prior Approval - (*Chuck/Jo)

Don then closed the Finance Meeting at 6:01 p.m. and moved on to the regular session agenda.

Approval of the Minutes – The minutes of the November 10, 2025, regular session were approved as amended to correct the closing's next meeting date to Dec. 8, as moved by Tom Fletcher and seconded by Teresa Puterbaugh.

Business and Finance – A) Treasurer/Bookkeeper Sharon Bail noted our November financial details and a 2025/2026 Anthem Health Insurance Rates HO to look over. It is budgeted. Trustees reviewed claims from 11/1/25 to 11/30/25, and approved the financial report and the November claims of \$157,676.45, as moved by Chuck Kubly and seconded by Jo Piatt. B) As moved by Emily and seconded by Jo, 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). C) As moved by Jo and seconded by Don, trustees approved the resolution to adjust the salaries and pay of twelve (12) part-time and six (6) full-time employees to reflect our appreciation for their year-round dedication and hard work and their extra efforts during the moving process to total \$12,300. (See HO for details.)

Director's Report – Candace again asked trustees to read over the monthly managers' and her reports in the HO's. She did highlight 1) attending the Frankfort Public Library Art Show with Tammy Criminger to expand artist

networking and to gather ideas for our show; 2) Regency Properties (our Temp rental agency) sent a certified letter on our lease ending w/ required tasks to be completed prior to a final inspection after the building is emptied. Jimmy, of McDonald Mechanical, will provide a final inspection of the HVAC system and will give them a detailed list of things we have done (repairs, etc.) while leasing the facility. Candace plans to schedule Kyburz Cleaning for a final once over after we are out; 3) Management's moving plan went into effect 11/17/25 with limited hours and working with Friends on a public sale of unneeded items starting 12/8/25 when we hope to begin moving items back to the Broadway site; 4) We are coordinating closely with Lancer Associates Architecture and TD Construction to complete the building project on time (after several delays already); 5) Candace has responded to the Carnegie Foundation about our interest in their \$10,000 grants offered to Carnegie libraries (which we are, even if in a different building), in honor of the USA's 250th birthday; 6) Candace has contacted Art and Sherry Morgan's daughter about naming the program room in their honor, and she is very pleased about it. When that memorial service will take place is to be decided – possibly at our now delayed grand reopening, but possibly later.

New Business – The board then addressed several items.

1. Temporary Closure Pay – Trustee's approved Candace's Executive Recommendation for temporary closure pay for staff to cover working hours lost during the disruption of the uncertain moving schedule as moved by Chuck and seconded by Teresa.
2. Building Equipment Purchase #3 – As moved by Chuck and seconded by Jo, the board approved the purchase of various paper supplies and tools; and Children's Room and Program Room items; and Office/Work Room equipment for a total of \$8,000.
3. Meeting Room Policy – As moved by Jo and seconded by Teresa, the board approved a revision/clarification of meeting rooms policy. (See HO for details.)
4. Art Gallery Policy – As moved by Jo and seconded by Teresa, trustees approved an Art Gallery Policy. (See HO for details.)
5. Gifts Policy – As moved by Don and seconded by Tom, the board approved a new Gifts Policy. (See HO.)

President's Comments/Adjournment – Don again thanked Candace and the staff, as well as the Lancer team, for handling the current stress. Candace is also very appreciative, especially with recent personal concerns, and is very grateful for Terry Lancer's help. She concluded, "The staff is amazing!" Having no further business to come before the board, Don adjourned the meeting with no objections at 6:52 p.m.

The next regular meeting of the MUTPL Board of Trustees is TENTATIVELY scheduled for **Monday, January 12, 2026, at 5 p.m.** at the Broadway site. Candace will keep trustees posted.

Respectfully submitted,

Emily S. Thacker, Secretary