

The Monticello Union Township Public Library Board of Trustees met in the Library Conference Room on October 13, 2014 at 7 p.m. in regular session.

Board members present were: Tom Herman, Frank Walker, Joe Weiss, Emily Thacker and Kathy Henney. Art Morgan and Eric Pampel were absent.

Approval of Agenda

Vice-President Tom Herman called the meeting to order and called for the approval of the agenda. Joe moved that the agenda be approved as presented and Frank seconded it. Motion carried.

Approval of Minutes

The September minutes were approved as presented as moved by Emily and seconded by Kathy. Motion carried.

Business and Finance

September claims were approved as presented as moved by Kathy and seconded by Emily. Motion carried.

Director's Report – Monica Casanova

1. **Budget & Finance** – Monica attended the September 15 County Council Meeting and they approved our 2015 budget in a non-binding review.
2. **Building** – Lake Shore Glass completed the work on the clearstory windows. Terry Lacy installed the original and a copy of the paper piece we purchased from him above the inside doors in the lobby. R-Tech installed a ninth camera in the Teen Scene area.
3. **Personnel** – All vacant positions are filled at this time.
4. **Department/Programming Highlights** – Banned Book Week and International eBook Day were celebrated in September. The 2014 Collecting and Programming Survey Results were available for board members. Patrons completing surveys were entered into a drawing for a Kindle Fire and the winner was announced on October 6.
5. **Professional Development** – MUTPL hosted the Evergreen Indiana Regional Roundtable for the Northwest Region with 12-15 in attendance.

Old Business

None

New Business

1. **Approval of 2015 Budget** – After a final review, Frank moved and Kathy seconded the motion to submit the 2015 Budget as presented. Motion carried.
2. **Health Insurance** – 2014/15 Insurance rates have increased and one more full time library employee is taking the health insurance coverage. This results in a \$7,333 increase in insurance premiums over last year. (It was pointed out that the total library assistants' salary is \$6,142 less, due to new employees.) MUTPL will continue to pay 75% of its full time employees' health insurance premiums and deposit a yearly sum of \$750 in each Health Savings Account. Joe moved that we accept the total cost to the library of \$20,470.50 for Health Insurance and Emily seconded it. Motion carried.

3. **Personnel** – Monica recommended the hiring of Kathleen Crouse, part-time Teen Librarian and Holly Draper, part-time Circulation Clerk. Frank moved that we accept these new employees and Kathy seconded the motion. Motion carried.
4. **Professional Development** – Monica would like to attend the ILF Annual Pre-Conference in Indianapolis on November 17. She will attend the session, “How to Engage and Lead Change in Your Community” at a cost of \$107. Joe moved and Emily seconded the motion to allow for this expense. Motion carried.
5. **Computer/Internet Acceptable Use Policy** – The current policy from 6/10/13 was reviewed. A motion to approve the policy as written was made by Joe and seconded by Frank. Motion carried.
6. **Transitional User Profile Policy** – Monica recommended adding a section offering library services for persons without a permanent home in our library district. Applicants must have a sponsor and are limited to 3 concurrent checked out items. It was noted that we do have a number of local transient patrons. Joe moved and Frank seconded the motion to allow for transient patrons check out access. Motion carried.
7. **Sick Leave Policy** – Monica recommended adding to the current policy, “An employee who has been on extended sick leave or has any restrictions must present a doctor’s release in order to return to work. See Appendix M. Frank moved to accept this addition and Emily seconded it. Motion carried.

Announcements

1. **Fundraising** – The Endowment Committee will host a small, private party for donors at the home of Kathy Henney on Friday, October 24. Our goal is to impress on our donors that we are grateful for their donations and we want them to think of the library for continued support.
2. **Staggered Board Terms** – The library was red flagged by the state for falling out of the staggered board member terms. This would make us out of compliance and we could risk losing state funding. One term has been corrected and the other will be soon. Monica will then notify the State Library that this has been resolved and that MUTPL is compliant with this regulation.
3. **Informational Legal** memo from Sylvia Watson, attorney for the Indiana State Library, titled “Conducting a legal Executive Session Meeting” was distributed to board members.
4. **Library Safe Zone – WEB Preschool Request** – The local WEB Preschool would like to use the library as a safe zone in case the need to evacuate their premises arises. Monica is checking with our insurance agent, Brad Chesterman and awaiting official word from the preschool.

Adjournment

There being no further business, vice-president Tom Herman asked for a motion to adjourn. Joe moved for adjournment and Frank seconded. Motion carried. Meeting was adjourned at 8:18 pm.