

**The Monticello-Union Township Public Library Board of Trustees met in executive session on December 8, 2014 at 6:30 p.m. in the Conference Room of the MUTPL, 321 W. Broadway St, Monticello, IN 47960, pursuant to IC 5-14-1.5-6.1 (b) (9) to discuss a job performance evaluation of individual employees.**

Board members present were President Art Morgan, Tom Herman, Joe Weiss, Frank Walker, and Kathy Henney. Emily Thacker and Eric Pampel were absent. No subject matter was discussed in executive session other than job performance evaluations.

**The Monticello Union Township Public Library Board of Trustees met in the Library Conference Room on December 8, 2014 at 7 p.m. in regular session.** Board members present were: Art Morgan, Frank Walker, Joe Weiss, Tom Herman, Emily Thacker and Kathy Henney. Eric Pampel was absent.

**Approval of Agenda** - President Art Morgan called the meeting to order and called for the approval of the agenda. Frank moved that the agenda be approved as presented and Tom seconded it. Motion carried.

**Approval of Minutes** - The November minutes were approved as corrected as moved by Emily to read under #5 of New Business, except the curio cabinet **“and its contents”**. The motion was seconded by Kathy and the motion carried.

**Business and Finance** - November claims were approved as presented as moved by Tom and seconded by Frank. Motion carried.

#### **Director’s Report – Monica Casanova**

- **Budget and Finance** – Monica reported that we are still under budget and have a healthy cash balance. Monica will not renew the contract for our credit card machine as the company charges a 20% fee. MUTPL has a Square account and will begin using that for credit card payments by patrons at a 3% fee.
- **Building** – McDonalds’ Mechanical completed this quarter’s preventative maintenance on the heating units and repaired two emergency exit doors. They are scheduled to fix the other soldier light which Twin Lakes Painting will pay for it, as they damaged it during fall painting.
- **Personnel** – Monica has offered the position of Youth Services Librarian left vacant by Melissa Funfsinn’s resignation. The offer has not been accepted yet.
- **Programming** – National Novel Writing Month was celebrated in November. Rehearsals are continuing for the Murder Mystery Dinner Theater scheduled for December 12-14. Tickets are selling fast.
- **Professional Development** – Monica and Portia attended the ILF Annual Conference where Portia was recognized as the New Outstanding Librarian for Indiana. Congratulations Portia!
- **Fundraising** – MUTPL will receive a sizeable cash gift from The Bradley K. Tam estate via Altman & Prescott’s Law Office.
- **Technology** – Evance is upgrading to a more streamlined model called SignUp and will start on January 8. Patrons will notice the difference when they sign up for library events online.

**Old Business** – Background check policy – Monica recommended adding the following to the Employee Manual: *Background Checks - MUTPL is an institution that serves the public, including children of various ages. As such, the MUTPL expects library employees and volunteers to be held to the highest standards.*

*In that regard, prior to any employment or volunteer work, MUTPL will require a background check that, depending on the position, may include, identity and address verification, prior employment history,*

*education history, criminal background check, employment credit checks, drug test, driving records, and professional license verifications.*

*MUTPL complies with the federal Fair Credit Reporting Act (FCRA) and similar Indiana FCRA laws, federal and state equal opportunity laws, and all other applicable legal authority that affects the performing of pre-employment background checks.*

*The results of a pre-employment background check are confidential and are only to be shared with the Director or the Board of Trustees.*

Frank moved that we accept the Background Check Policy and Emily seconded it. Motion carried.

## **New Business**

- 1. Disc Check Eco Auto Smart Purchase Request** – Portia reported on the request for a DiscChek Eco Auto Smart. Currently 45 DVD's are on the repair shelf. Disc repairs take several steps and can only be done once. At that point the DVD, Music CD or Audiobook would need to be replaced if one could be located. The new DiscChek will repair DVD's in 5 minutes at the push of a button and can be done up to 20 times per disc. The discounted purchase price is \$4,825 until December 31, 2014. Monica recommended taking the cost of this purchase from the Gift Fund which has over \$100,000. Joe moved to approve this purchase and Frank seconded it. Motion carried.
- 2. Resolution for Nonresident Fees** – Frank moved that we accept the resolution from three township trustees to pay a portion of their residents' library fees. Liberty - \$50, Cass - \$50, Honeycreek - \$40. The yearly nonresident library fee is \$60. Patrons pay the remaining amount.
- 3. Resolution for Authorization to Sign Legal Documents** – Jerry Altman, attorney at law, recommended that the MUTPL Board of Trustees grant president, Art Morgan, power to sign off on required legal documentation in order to receive the cash distribution from the Bradley K. Tam estate. Joe moved and Kathy seconded to allow Art to do this. Motion carried.
- 4. Professional Development 2015** – Monica presented a list of professional development meetings and their projected cost for 2015. Any request other than those listed must come before the board prior to attending. Frank moved that we allow library staff members to attend the listed professional development activities throughout 2015. Tom seconded and the motion carried.
- 5. Borrowing Materials Policy** – Monica recommended adding language to limit the number of music cds patrons can check out at one time. Section 3.10 Loaning of Materials- Check out limits will now read, "Each cardholder may check out **ten music cds**, ten DVDs and up to eighty other items for a maximum of 100 items." Note – 100 items is an Evergreen Policy not a MUTPL policy.
- 6. Personnel Action** – Joe moved and Tom seconded that we accept the resignation of Melissa Funfsinn, Youth Services Librarian, as of December 12, 2014. Motion carried.

## **Announcement**

- 1. Strategic Plan 2014 Checkpoint** – 80% completion rate. This plan is good for five years.
- 2. Technology Plan 2014 Checkpoint** – 68% completion rate. This policy will need to be revised by December 2015, as it is good for three years.
- 3. Executive Session legal Memo**
- 4. Board of Trustees Training** – Monica will forward dates to be considered for Board training by state library personnel.

**President's Comments** – Thank you Melissa.

**Meeting was adjourned on a motion by Emily and second by Joe at 8:36 p.m.**

