

The Monticello Union Township Public Library Board of Trustees met in the Library Conference Room on March 9, 2015, at 7 p.m. in regular session. Board members present were: Art Morgan, Frank Walker, Joe Weiss, and Tom Herman. Emily Thacker, Kathy Henney, and Eric Pampel were absent.

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

Approval of Minutes - The February 9th minutes were approved as presented as moved by Joe and seconded by Tom. Motion carried.

Business and Finance –February claims were approved as presented as moved by Tom and seconded by Frank. Motion carried.

Director's Report – Monica Casanova

- **Budget and Finance** – The annual financial reported was submitted before the March 1 deadline. The cash and combined statement was published by the *Herald Journal* on February 26, 2015. Expenditures are at less than 16% which is where they should be.
- **Personnel** – Monica requested that personnel actions be approved as presented. All marketing and publicity for the library has been assigned to the Programming & Publicity Assistant.
- **Building** – Hanover Insurance sent the library \$2500 to cover the repair of the fire alarm panel. The cost was a little less than the full \$2500. McDonalds has done extensive repairs- exit doors, toilet in the women's public restroom, and two soldier lights. Twin Lakes Painting will reimburse us for the repair of one of the soldier lights since they broke the light.
- **Publicity & Outreach** – The library appeared in the local media 13 times in February. Youth Services served over 200 daycare/preschool children as part of their outreach efforts.
- **Technology** – The library is waiting upgrading to 50 Mbps through ENA. This should occur before the end of March. Monica submitted a contribution request for \$1000 from Wal-Mart to purchase two iPads for training.
- **Professional Development**- Monica has booked a Communications coach to provide an all-day service training for MUTPL and Monon Public Library. The cost of the training will be split three ways- MUTPL, Monon, and the Friends of MUTPL.

Committee Reports – Monica Casanova

Expansion Committee- Monica gave the board an update on the first meeting of the Expansion committee that Frank Walker, Eric Pampel, Portia Kapraun, and Monica Casanova are part of. She said the committee came up with a series of five questions that they want to explore:

1. How do we make the case for library service in unserved townships?
2. Will the other libraries in the county support/oppose expanding to the unserved townships?
3. How many patrons do we have in the unserved townships?
4. How many registered voters live in the unserved townships?
5. How much is it going to cost for the taxpayers to join our library district?

New Items

1. **Hoosier S.T.A.R.T.** – Todd Williams presented the Hoosier S.T.A.R.T 457 Retirement Program through the state to the board. Frank moved to accept the resolution and adoption agreement to participate in the state of Indiana Public Employee Deferred Compensation plan for all library employees with no contribution made by the library. Employees are permitted to have their

elective deferrals made either on a pre-tax basis or as a Roth contribution. Tom seconded it. Motion carried. (See attached resolution).

2. **Personnel Actions** – Personnel action was approved as presented. Joe moved to allow this action and Frank seconded. Motion carried.
3. **Surplus List** – the list of items that no longer needed by the library was approved to donate to the Friends. Tom moved to accept the surplus list and donate items to the Friends and Frank seconded it. Motion carried.
4. **Usability Study Quote** – Monica presented three quotes from architectural firms to do a usability study. The firm would meet with staff and community members to discuss what needs the library meets or does not meet and how the building can be adapted (expanded or renovations) to meet those needs. Joe moved to table the quotes until more information is gathered from department heads. Department heads need to provide short and long term needs for their department. Tom seconded that more information be gathered. Motion carried.
5. **Patron Refund**- Monica requested that a patron be refunded \$27.99. Frank made a motion to approve the patron refund and Joe seconded. Motion carried.
6. **Digital Time Sheets/Payroll Quotes**- Monica presented three quotes from Computrain, ADP, and Paycor for payroll and time management. Frank made a motion to approve accepting ADP's quote of \$1633.80 and Tom seconded it.
7. **What is "Work Time" Policy**- Monica presented a policy change under what is "work time." The proposed change is, "While on Library business meetings, the time which is considered work time (and therefore paid) begins when the trip to the meeting begins, and ends when the employee returns to the Library (or home if after hours) **not to exceed 7 hours.**" Frank made a motion to approve the proposed change in policy and Joe seconded.
8. **Library Closing- In-Service Training, Veteran's Day**- Monica presented an Executive Recommendation asking the board to approve closing on Veteran's Day to offer an all day training to MUTPL staff and Monon Public Library's staff on communication for the cost of \$1500 which will be split three ways with MUTPL, Monon Public Library, and Friends of MUTPL. Frank made a motion to approve closing the library on Veteran's Day for training and Joe seconded. Motion carried.
9. **Job Description Changes**- The following job descriptions have changed:
 - a. **Youth Services Assistant**
 - b. **Youth Services Clerk**
 - c. **Part-Time Teen Librarian**
 - d. **Adult Services Librarian**
 - e. **Programming and Publicity Assistant**Joe made a move to approve all job description changes and Tom seconded. (see attached job descriptions).

Announcements

1. **Annual Report Waiver** – Monica explained that she made an error in submitting the number of weeks of Summer Reading for 2014. She reported 5 weeks instead of 6 and a waiver had to be submitted because five weeks of summer reading did not meet the State Library standard of six weeks.
2. **Annual Financial Report** – The report was submitted through Gateway before the March 1 deadline.
3. **End of Year Comprehensive Report** – Monica is still working on the report.

Meeting was adjourned on a motion by Tom and second by Frank at 8:45 p.m.