

The Monticello Union Township Public Library Board of Trustees met in the Library Conference Room on January 12, 2015, at 7 p.m. in regular session. Board members present were: Art Morgan, Frank Walker, Joe Weiss, Eric Pampel, Emily Thacker and Tom Herman. Kathy Henney was absent.

Approval of Agenda - President Art Morgan called the meeting to order and asked to add Liberty Township Contract. Eric moved that the agenda be approved as revised and Emily seconded it. Motion carried.

Approval of Minutes - The January 12th minutes were approved as presented as moved by Joe and seconded by Frank. Motion carried.

Business and Finance – Year end claims were approved as presented as moved by Kathy and seconded by Frank. Motion carried.

Director's Report – Monica Casanova

- **Budget and Finance** – Two of three financial reports were submitted to the state- 100R and OPEB. The budget retail spreadsheet listing retail purchases for 2014 came to a little over \$2,000. Library policy states, that “purchases made through retail sources cannot exceed \$2500 per calendar quarter.” Retail expenditures are well under the policy requirement.
- **Building** – The fire panel was short circuiting after the library was hit by lightning last summer. During Mulhaupts’ first quarter review they found that the fire alarm does not go off in the library, though they receive the signal. A claim was submitted to Hanover insurance, the library’s insurance provider. The library has a \$500 deductible which it will have no trouble meeting since the quote is for \$3000.
- **Publicity and Outreach** – The Youth Services Department conducted 22 outreach visits during the month. Fourteen patrons were served through the Adult Services Department outreach.
- **Program Highlights** – Meadowlawn’s Student Council collected over \$400 in change for the library. The money was deposited into the Children’s Gift Fund.
- **Professional Development** – Front line staff continues to receive monthly training in anticipation of the tech competency exam scheduled for August 2015.

Old Business

1. The Rainy Day Fund Resolution was signed.
2. Monica handed out the first draft of the WEB Preschool’s Emergency Plan.
3. Chris Cazares, National Insurance Representative provided information on short and long term disability. Frank moved to accept approving the long term disability insurance proposal of \$581 annually per employee for employees working a minimum of 20 hours per week. Tom seconded it. Motion carried.
4. Joe moved that Short Term Disability be purchased for library employees working a minimum of 20 hours per week for \$1580 per year. Emily seconded. Motion carried.

New Business

1. **Absenteeism Policy** – Emily moved to adopt a new attendance policy in the employee manual. Eric seconded. Please see new policy below.

ATTENDANCE- Employees are expected to be present and on time for their assigned duties. The immediate supervisor or department head must be contacted about an anticipated absence as soon as possible. If the immediate supervisor or department head cannot be reached, then the person in charge or another supervisor must be directly informed. Three (3) consecutive workdays of an employee not

showing up for work combined with no communication with MUTPL will be considered job abandonment and presumed resignation.

2. **ENA Quote** – Monica requested increasing the library’s internet capacity from 30 Mbs to 50 Mbs to accommodate the high demand for broadband. Currently, the library is peaking at 28 Mbs with 21-24 Mbs being used consistently. The quote provided by ENA, the library’s internet provider would cost the library annually \$1080. Emily moved to allow this purchase and Frank seconded. Motion carried.
3. **Liberty Township Contract** – Eric moved to accept the Liberty Township Contract for library service for \$60 with the trustee paying \$50 and the patron paying the balance of \$10 for 2015. Joe seconded. Motion carried.

Items

1. **Annual Report Information** – Monica handed out a copy of the annual report for 2014 and a brochure with statistical data to hand out to the public.
2. **Retail Expenditures 2014** – Monica handed out a copy of the spreadsheet that detailed all the retail purchases for the library for 2014.
3. **Hoosier Artland Conference May 2015** – Monica explained that she is involved with the steering committee for the Hoosier Artland Conference that will take place May 13, 2015 at the Brandywine Best Western.

Meeting was adjourned on a motion by Emily and seconded by Frank at 8:40 p.m.