

The Monticello Union Township Public Library Board of Trustees met in the Library Conference Room on June 8, 2015, at 7:00 p.m. in regular session. Board members present were: Art Morgan, Tom Herman, Frank Walker, Emily Thacker, Joe Weiss, and Kathy Henney. Eric Pampel was absent.

Approval of Agenda - President Art Morgan called the meeting to order. Monica noted that MKM Architects would not be in attendance for their Usability Study report under Old Business. Frank moved and Joe seconded that we accept the Agenda as amended. The motion carried.

Approval of Minutes - The May minutes were approved as presented as moved by Emily and seconded by Frank. The motion carried.

Business and Finance - May claims were approved as presented as moved by Tom and seconded by Kathy. The motion carried.

Director's Report – Monica Casanova

- **Budget and Finance** – Due to the Property Tax Replacement Credits or Circuit Breakers, MUTPL will receive \$5,297.96 less than anticipated. In 2014 we received \$10,000+ less than anticipated.
- **Personnel** – Bill Schlimme began as Adult Services Librarian on May 18. Evelyn Belcher is the new Circulation Clerk and Lynn Huston has moved to the Circulation Department. There is a vacancy in Youth Services. A Library Technical Assistant Ivy Tech student started a seven week summer internship today.
- **Building** – Lake Shore Glass replaced a broken glass partition in the display case. The Youth Services office is almost complete.
- **Programming** – The Adult Services Department started an ESL Outreach class at the Monon Public Library.
- **Technology** – Friends of the Library have committed \$6000 for the purchase of a Smart Board. The Smart Board will be used for training and presentations and will be available for public use.

New Business

1. **Early Closing for Broadway Art Show** – Monica recommended that the library close at 12 noon on Friday, July 24, 2015 to prepare for the art show. Tom moved to accept this recommendation and Emily seconded it. Motion carried.
2. **Hiring Lynn Huston, Circulation Clerk** – Monica recommended Lynn Huston as Circulation Clerk. Joe moved to accept this recommendation and Kathy seconded it. Motion carried.
3. **Funds from the Broadway Art Show** – The Board agrees that proceeds from the Broadway Art Show will go into the Buildings and Ground Fund as part of the MUTPL Endowment Fund.
4. **Photography, Videotaping and Other Recording Devices policy** – Monica presented a new policy as there currently are no guidelines for photography, videotaping, and other recording devices. Joe moved to accept this policy and Frank seconded the motion. Motion carried. See attached.
5. **Surplus List** – Monica presented a list of surplus items including 2 club chairs, 14 metal folding chairs, 6 broken desk chairs, 6 children stools, 1 keyboard, 1 computer, 1 decrepit puppet theater, 14 unused picture frames and 1 outdated projector. Tom moved to dispose of, recycle or give to the Friends of the Library these items. Kathy seconded the motion and the motion carried.
6. **Mobile Flip Top Nesting Tables** – Monica would like to purchase new tables for the Program Room as the others are too heavy to set up and tear down between programs. 4 tables would cost \$2865.60 including shipping and handling. Discussion followed. Tom suggested checking with Stationairs, a local office supply store, before ordering on line. Monica will explore this further and bring the item back before the board.

7. **Fire Extinguishers** – Goodwin Fire Equipment inspected the fire extinguishers and found them in need of replacement. A quote for 7 new fire extinguishers for a total of \$595 was presented. Tom moved to purchase the extinguishers from the Rainy Day Fund and Joe seconded the motion. Motion carried.

Comments – Joe commented on the library liability for the upcoming EF Travel Tour to Europe led by Bill Schlimme. Currently 11 people are signed up for the October tour. Monica will check with EF Travel Tours and Brad Chesterman about any additional insurance needs the library might have.

There being no further business before the board, President Art Morgan entertained a motion to adjourn. The meeting was adjourned on a motion by Tom and second by Joe.