

**The Monticello Union Township Public Library Board of Trustees met in the Library Conference Room on October 12, 2015, at 7:00 p.m. in regular session.** Board members present were: Art Morgan, Tom Herman, Frank Walker, Joe Weiss, Emily Thacker, and Kathy Henney. Eric Pampel was absent and has resigned from the board effective immediately.

**Approval of Agenda** - President Art Morgan called the meeting to order. Monica requested to add Health Insurance under new Business and Legal Opinion on Food for Fines under Announcements. She also requested to allow OMS and Marilyn Moss to speak prior to the Approval of the Minutes. Joe moved to amend the agenda as requested and Frank seconded it. The motion carried.

**OMS Feasibility Study Report** – OMS representatives met with the library staff in September and the public on October 1 about their wishes and desires for a library that will meet the needs of the community. Some ideas included: Update the HVAC, power, data, lighting, and plumbing systems, sun control on the south, more storage and private offices for staff, an enclosed teen area, a quiet room, computer lab and maker space, enlarge the program rooms, reconfigure the circulation desk, add a solarium on the south, incorporate the use of solar energy. Bob Hogue and Debra Sparks presented Option 1 and 2 plans for consideration which included many of the above items. The board expressed the desire to “do it right” and to compose a priority list. A second public meeting will be held on October 29 at noon for further input. The board will continue to consider this matter.

**Marilyn Moss Donation** – Marilyn is a former 12 year MUTPL board member and 1996 Olympic Relay Torch Bearer in our community. She would like to donate the torch to the library which commemorates the 100<sup>th</sup> anniversary of the modern Olympic Games. She was one of 1,200 people who traveled with the flame over 15,000 miles across the USA. Tom moved to accept the torch as a gift and Emily seconded the motion. The motion carried. Monica will work with Marilyn on an appropriate display for the torch. It is hoped to have a formal presentation in July 2016 prior to the summer Olympic Games.

**Approval of Minutes** - The September minutes were approved as amended – to spell correctly Bill Schlimme and Scotty Miller- as moved by Tom and seconded by Joe. The motion carried.

**Business and Finance** – September claims were approved as presented as moved by Kathy and seconded by Tom. The motion carried.

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

- **Budget and Finance** – Required budget forms have been updated and loaded into Gateway. Sharon and Monica attended the County Council meeting on September 21 for the non-binding review of our budget.
- **Building** – Ricoh sent the wireless printing card and new paper drawers for the public copier.
- **Professional Development** – Monica attended several meetings including the Regional Advisory Council in Kentland, the ENA Summit Leadership in Frankfort, the SMAS Conference in Westfield, the Evergreen Indiana Regional Roundtable in West Lafayette and the State Data Center at the Indiana State Library. She has been invited to run for the Indiana Public Library Association board and to fill a vacancy on Evergreen Indiana Executive Committee.
- **Fundraising** – The library’s Endowment Committee hosted a donor luncheon at the Lighthouse Lodge on Sunday, September 27 with 25 attendees. Thanks to Chairperson Ruth Davis and Nina Dellinger and board members Joe Weiss and Kathy Henney. The goal was to thank patrons for their donations during the past year and to encourage continued support.
- **Outreach** – September was National Library Card Sign-Up month. The library staff had many activities and promotional initiatives to get new patrons. Three mini iPads were raffled to the public.

## New Business

1. **2016 Budget** – The resolution for appropriations for the 2016 MUTPL Budget in the amount of \$577,340 was presented for approval. The current tax rate is .0738%. Frank moved to approve the 2016 budget and Kathy seconded the motion. Motion carried.
2. **Personnel Actions** – Monica recommended the hiring of Amanda Bowels as part time clerk in the Youth Services Department. She also recommended permanent status for Evelyn Belcher, circulation clerk. Joe moved to accept these recommendations and Tom seconded the motion. The motion carried.
3. **Policy Revisions** - Section 3.6 Denial of Services – Library staff will begin using a Flag System spreadsheet to identify patron's name and offense of unacceptable behaviors as identified in Section 3.5 Rules Governing the Use of the Library. Three strikes in one day will result in patrons being asked to leave the facility. Repeated offenses of disruptive behaviors on a daily basis will be subject to lengthier suspension of library privileges to be determined by the Director on a case to case basis. Discussion followed and the board asked staff to thoroughly document offenses. Frank moved to accept this policy revision and Tom seconded it. The motion carried.
4. **Category 2 eRate** – Monica recommended using Adtec to file for Category 2 eRate funding to increase our Wifi capacity at a cost of \$600. \$200 would come from the Gift Fund and the rest from the 2016 Technology Consulting budget line. She reminded the board that these federal dollars are no longer available for Category 1 options. Joe moved to use Adtec to file for eRate and Kathy seconded it. The motion carried.
5. **Leadership White County** - Monica would like to send three employees – Scott Miller, Ashlee Kirby, and Caye Lutz to Leadership White County. This 9 week course costs \$200 per person and is run by the Chamber of Commerce as a leadership training. Discussion followed as to staffing while these members are gone for nine days and the cost of travel expenses. The board encourages car- pooling when possible. Joe moved to allow their attendance at Leadership White County and Emily seconded it. The motion carried.
6. **Health Insurance** – Monica presented the 2016 Insurance Rates for the five full time positions. Currently only 3 people take the insurance. Rates have increase slightly, but our cost is down to \$10,205.04 compared to \$11,130.24 in 2015. The library will continue to pay 75% of this expense and the employee will pay the remaining 25%.

## Announcements

- **2015 Strategic Plan & Tech Plan Check-point** will be emailed to board members.
- **Legal Opinion about Food for Fines** was requested, as this is a revenue source for the library. Jerry Altman gave his opinion that we were in the clear to proceed with this practice.

**There being no other business before the board, President Art Morgan asked for a motion to adjourn. Tom moved and Emily seconded for adjournment. The meeting was adjourned at 8:55 p.m.**