

The Monticello-Union Township Public Library Board of Trustees
will meet Monday, October 9, at 5 pm in the library.

**October 2023 Board of Trustees
Agenda**

Call to Order	President Action
Approval of Agenda	President Action
Approval of Minutes	President Action
Business and Finance	
Treasurer Report/September claims	President Action
Director's Report	
Old Business	
New Business	
2024 Budget Approval	Discussion Action
Transfer to LIRF per budget	Discussion Action
Transfer to Rainy Day per budget	Discussion Action
Personnel Action – New Hire	Discussion Action
Mulhaupts Security Cameras Proposal	Discussion Action
President's Comments	
Comments from Staff/Public	
Adjournment	

The next regular board meeting will be held on
Monday, November 6, 2023, at 5 pm, in the library.

The Monticello Union Township Public Library Board of Trustees met for the public hearing for the proposed 2024 Operating Budget in the library program room on Monday, September 11, 2023, at 4:45 p.m. to be followed by the board's regular session. Present were Director Candace Wells, Treasurer/Bookkeeper Sharon Bail, and trustees Tom Fletcher, Jamie McKean, Don Osten, Jo Piatt, Teresa Puterbaugh, and Emily Thacker. Trustee Tom Herman was absent.

Call to Order/Approval of Agenda – President Don Osten suggested that we proceed with the regular session as no one else had attended to discuss the budget, and trustees agreed. The agenda was then approved as presented as moved by Jamie McKean and seconded by Jo Piatt.

Approval of the Minutes – The minutes of the August 14, 2023, meeting were approved as presented as moved by Jamie McKean and seconded by Jo Piatt.

Business & Finance: Treasurer Report/Claims – Treasurer/Bookkeeper Sharon Bail noted our current Operating Fund balance and its comparison with that of August of 2022. Referring to the budget calendar handout, she noted that the county is to do a non-binding review of our proposed 2024 Operating Budget on September 18, 2023. She reminded trustees that the vote to officially adopt said budget is on the agenda for the October 9, 2023, meeting and that we will need a quorum for that. Sharon handed out a final report on the 2023 Art Show (income & expenses). Total sales and profits were down slightly this year, but we still netted \$2,328.40. Expenses were over budget; we will be trying to reduce or eliminate such overages in future shows. The increase in the new budget for art show expenses should help. Another plan is to again contact patrons by phone before the event in hopes of bringing up sails and donations. After reviewing claims from 8/1/23 to 8/31/23, Tom Fletcher moved and Emily Thacker seconded approving the financial report and August claims of \$58,774.75, and the motion carried.

Director's Report – Before presenting her own August report, Candace noted that it's back to school month and that traffic in the building decreased. Additionally, plans for the Murder Mystery Dinner Theatre, scheduled for December 8, 2023, have begun. Also, this year's ILF Youth Services Conference was excellent, affording to our attendees (Tammy Criminger, Debra Newlin, & Maggie Oliver).

- **Meetings & Workshops** – Candace highlighted her main meetings this month as follows: 1) Meeting with Delphi Public Library- w/Tammy Criminger, to discuss our Beanstack app to see if they can benefit from using it for summer reading challenges, etc. 2) Meeting with Purdue Extension's Hillary Hawkins- to discuss a future partnership on programming and her asking Candace to be on the extension advisory council. 3) Health Insurance w/Nexas Health Clinic- to discuss their plans as our health insurance is up for renewal. We have reached out to our broker with Brown and Brown to ask about their current health insurance options.
- **Building & Grounds** – 1) August rains resulted in leaks throughout the building. Terry Lancer was consulted and suggested contacting Hinshaw Roofing, who made a temporary emergency repair using shingles found in our storage shed to patch areas until a major reroofing can happen. 2) ENA technician visited to upgrade our units for internet service. 3) Norway Gardens cleaned up the landscaping by trimming and weeding the flower beds. 4) Mulhaupts conducted their annual fire inspection, also checking cameras and our fire warning system. They also replaced a broken lock mechanism in the back door.
- **Management** – Management met to discuss Evergreen and Niche's Academy, a provider of staff training programs, and they attended the special session meeting on the building plans. They toured the Nexas Health Clinic on Fisher Street and learned what they could

offer MUTPL. They also discussed the ongoing building plans and reviewed each of the spaces in the library to decide if enough room for collections and traffic flow is provided. Candace also noted that MUTPL has not been taking requests for holds because of problems in the pick up and delivery of those books. The state is making changes to remedy this.

Old Business – Proposed Building Plans: Management has been going through the layout plan and measuring. After finding that the proposed children’s area was actually losing space, they talked with architect Haneen Khader and requested a plan that included 25 or 26 feet more across the south side of the building. As there was no New Business on the agenda, Candace invited trustees to walk the building with the proposed layout in hand to better feel the space as drawn up. Discussion arose over the amount of space and its flexibility and practicality. Questions were asked about such things as unused space on bookshelves, office space size and location, etc. In order to better consider the new plans and costs, trustees requested that management and staff work out a list of their top five or six priorities that the new layout should provide.

New Business – None was listed. (See Old Business above).

President’s & Other Comments/Adjournment – Having no further business to come before the board, President Don Osten adjourned the meeting with no objections at 6:45.

The MUTPL Board of Trustees will next meet in the library on Monday, **October 9, 2023, at 5:00 p.m.** **We must have a quorum present to vote on officially adopting the 2024 Operating Budget.**

Respectfully submitted,

Emily Thacker, Secretary