

The Monticello-Union Township Public Library Board of Trustees
will meet Monday, December 11, at 5 pm in the library.

**December 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/November claims	President Action
Resolution to Transfer Funds	Discussion Action
- Rainy Day	
- LIRF	
End of Year Resolutions	Discussion Action
Authorize Payment of Membership Dues	Discussion Action
Resolution Authorizing Electronic Funds Transfer	Discussion Action
Resolution to Pay Bills with Prior Approval	Discussion Action
Schedule Financial Meeting	Discussion Action
Director's Report	
Old Business	
Building Plans	Discussion Action
New Business	
Personnel Action	Discussion Action
- Resignation	
PTO Policy	Discussion Action
Appreciation Pay	Discussion Action
President's Comments	
Comments from Staff/Public	
Adjournment	

The next regular board meeting will be held on
Monday, January 8, 202~~3~~⁴, at 5 pm, in the library.

The Monticello Union Township Public Library Board of Trustees met in regular session in the library program room on Monday, November 6, 2023, at 5:00 p.m. Present were Director Candace Wells, Treasurer/Bookkeeper Sharon Bail, and trustees Tom Fletcher, Jo Piatt, Jamie McKean, and Teresa Puterbaugh. Trustees Tom Herman, Emily Thacker, and Don Osten were absent.

Call to Order/Approval of Agenda – Vice President Jo Piatt called the meeting to order at 5:04 p.m. Director Candace Wells asked to amend the agenda to add a resignation action for personnel. This amended agenda was approved as moved by Teresa Puterbaugh and seconded by Jamie McKean.

Approval of the Minutes – The minutes of the October 9, 2023, meeting were approved as submitted on a motion by Tom Fletcher that was seconded by Teresa Puterbaugh.

Business & Finance: Treasurer Report/Claims – Treasurer/Bookkeeper Sharon Bail noted our current Operating Fund balance and its comparison with that of October of 2022. Sharon explained that the United States Department of Labor has released a proposed rule for exempt employees to increase pay from current \$684/week, \$35,568 annually to \$1,059/week, \$55,068 annually. If this proposed overtime rule passes, the board will need to consider providing overtime pay for managers. She will monitor this closely and inform the board of the final decision. After reviewing claims from 10/1/23 to 10/31/23, Teresa Puterbaugh moved and Jamie McKean seconded approving the financial report and October claims of \$57,223.39, and the motion carried.

A request was then made to adjust the agenda to immediately discuss new business because two board members needed to leave the meeting early. No one objected to the rearrangement of business.

Old Business – No old business was discussed.

New Business – The board addressed four items. **Note: See minutes from the Special Session on 11/8/23 during which we readdressed all four items below and again approved them with a quorum present.**

- 1) **Personnel Action:** The board reviewed requests for family leave of absence for two employees and an employee resignation. The board then approved all personnel actions with one motion by Jamie McKean that was seconded by Tom Fletcher.
- 2) **Calendar Proposal: LibraryMarket:** Management has reviewed three calendar options to replace the current calendar system, Evanced. Candace noted that each calendar offered similar features, but cost comparisons showed LibraryMarket to be the most affordable option. When concerns for the cost increase were discussed, Candace explained that we would adjust budget lines for 2024 to cover the increase going forward. The board approved the proposal of \$3,500 to implement and subscribe to LibraryMarket with a continuing annual fee of \$1,500 as moved by Tom Fletcher and seconded by Teresa Puterbaugh.
- 3) **Printer Service: Librarica:** Candace presented a proposed self-serve print system to handle the processing and payment of public printing offered through Librarica. She discussed the importance of protecting the user's right to privacy and streamlining the process of users receiving their copies. Candace also addressed the increase in users wanting to print from their mobile devices and proposed a subscription through Librarica to provide SPOT global printing. The purchase of the new transaction machine and subscription to SPOT global printing was moved by Tom Fletcher and seconded by Teresa Puterbaugh, and the motion carried.

4) **Square Point of Sale:** Following discussion on the lack of reliability of our existing camera security system, the movability of a new system, and the availability of funds, the board approved Mulhaupt's bid of \$19,389.09 for purchase and installation of replacements for our current cameras, purchase and installation of three (3) new cameras, and expansion of our recording capacity, as moved by Tom Fletcher and seconded by Jo.

Director's Report – Before presenting her own October report, Candace Wells noted that traffic in the building was up from last month.

1. ● **Meetings & Workshops** – Candace highlighted her main meetings this month as follows: 1) ILF Management Cohort Series (8 virtual sessions Sept.-Dec.) - discussed human resources related to concerns and conflict resolutions. 2) Bond financing meeting w/Sharon Bail - met with the bond financing team to discuss steps moving forward in the process. 3) Annual Report and Bookkeeping -w/Sharon Bail attended the virtual meeting on the 2023 annual report and bookkeeping. The workshop covered end of year actions and financial/budgetary changes from the State Board of Accounts (SBOA). 4) SOMA - w/ Tammy Criminger, to partner with SOMA for the Trunk and Treat event in downtown Monticello. We handed over 935 treats during this community event.
- **Building & Grounds** – 1) Norway Gardens provided lawn maintenance three times. 2) Huston Electric was called about a damaged light fixture at the flagpole. Their technician installed a new light fixture and a barrier to the light. 3) Hinshaw Roofing was contacted to repair a new leak in the ceiling.
- **Management** – Management finalized the training plans for the In-Service day, the new calendar system, and a new printer service.
- **Sick Leave Bank** – One staff member was approved to use time from the Sick Leave Bank. There is a balance of 378.25 remaining in the bank.

President's & Other Comments/Adjournment – Having no further business to come before the board, Vice President Jo Piatt adjourned the meeting at 6:04 p.m. with no objections.

The MUTPL Board of Trustees will next meet in **special session** at the library on **Wednesday, November 8, 2023, at 4:00 p.m.** and in **regular session** on **Monday, December 11, 2023, at 5:00 p.m.**

Respectfully submitted,

Candace Wells, acting secretary