

The Monticello Union Township Public Library Board of Trustees met in regular session in the library program room on Monday, December 11, 2023, at 5:00 p.m. Present were Director Candace Wells, Treasurer/Bookkeeper Sharon Bail, and trustees Tom Fletcher, Tom Herman, Don Osten, Jo Piatt, Teresa Puterbaugh, and Emily Thacker. New trustee Butch Kramer was also welcomed to the board.

Call to Order/Approval of Agenda – President Don Osten called the meeting to order at 5:04 p.m. Director Candace Wells asked that New Business be addressed first. This amended agenda was then approved as moved by Jo Piatt and seconded by Teresa Puterbaugh.

Approval of the Minutes – The minutes of the November 6, 2023, meeting were approved as submitted as moved by Jo and seconded by Emily Thacker.

New Business – Trustees then addressed three items.

- 1) **Personnel Action:** As recommended by the director, the board accepted the resignations of circulation clerks Jo Ann Miller and Lisa Gilbert as moved by Emily and seconded by Tom Herman. Both clerks have served the library faithfully and will be missed.
- 2) **Paid Time Off (PTO) Policy:** As moved by Jo and seconded by Teresa, trustees approved an update to the PTO Policy to better serve our employees.
- 3) **Appreciation Pay:** The board approved a one time 2023 salary adjustment (Appreciation Pay) for employees' hard work and dedication to MUTPL as moved by Tom Fletcher and seconded by Teresa in the amount of \$500 for part time employees and \$750 for full time employees.

Business & Finance: Treasurer Report/Claims – Treasurer/Bookkeeper Sharon Bail noted our current Operating Fund balance and its comparison with that of November of 2022. Sharon reminded the board that the United States Department of Labor may change a proposed rule for exempt employees' pay. She will continue to monitor this closely and will keep the board up to date.

In addition, Sharon proposed two resolutions in preparation for finalizing this year's budget - **Resolution to Transfer Funds to the Rainy Day Fund** and **Resolution to Transfer Funds to the LIRF Fund**. The state provides that when an "unused and unencumbered balance" remains in the Operating Fund after its purpose has been fulfilled, that money may be transferred to the Rainy Fund and/or LIRF Fund to keep the Operating Fund under the 150% threshold. To do so, both of these resolutions were approved in a shared proposal as moved by Tom Fletcher and seconded by Tom Herman, which transferred \$76,000 to each fund.

Sharon also proposed the following End-of-the -Year Resolutions which were approved as noted:

- 1) **Authorize Payment of Membership Dues** - as moved by Emily and seconded by Tom Herman
- 2) **Authorizing Electronic Funds Transfer (Including Payroll and PERF)** - as moved by Jo and seconded by Butch
- 3) **To Pay Bills with Prior Approval** - as moved by Tom Fletcher and seconded by Jo

After reviewing claims from 11/1/23 to 11/30/23, Emily moved and Teresa seconded approving the financial report and November claims of \$58,678.84, and the motion carried. The board also scheduled the **final financial meeting** of the year for **Thursday, December 28, 2023, at 11:00 a.m.**

Director's Report – Before presenting her own November report, Candace highlighted the reports of the managers and staff.

- **Meetings & Workshops** – Candace listed her main meetings this month as follows: 1) ILF Management Cohort Series - discussed change in management, project management, and problem solving for management and employees. 2) White County Purdue Extension Annual Meeting – joined the annual meeting featuring guest speaker Randy Strasser, President of the White County Economic Development. 3) Library Market – w/Tammy Criminger & Scott Miller, met with Library Market to initiate the process and installation of the online calendar system.

- **Building & Grounds** – 1) Mulhaupts was contacted and scheduled to install the security cameras during the last week in November. 2) Concerns continue over the Program Room usage. We need to clean up the language and clarify who can use those rooms and what that usage entails (i.e. a checklist for cleanup). Sometimes we, the library, need that space and have to cut out certain programming because the room is not available.

- **Management** – In January and February we will be cutting down on some programming in order to have enough personnel to cover the front desk. Due to these staffing concerns, management focused on scheduling staff to cover day and night shifts for the front desk and the children's area. We met in early November to discuss upcoming programs, vacations, and gaps in coverage to develop a plan to address the added pressure on management and employees. We will advertise the two open positions starting in late December to allow time for qualified candidates to apply. Also, Sharon and Candace are working to finalize the health insurance coverage for full-time positions.

- **Friends of the Library Book and Art Sale** – On November 17, 2023, Friends hosted a Christmas book and art sale attended by 97 people. They profited \$561.25 from the sale and received a donation in memory of Art Morgan of \$500 for a total of \$1,061.25. MUTPL did not take a commission on the art sales since attendance was low. There was interest among the artists in having a two day sale next year. At their early December meeting, Friends scheduled their 2024 meetings and book sales.

ILF Conference – Candace, Tammy Criminger, Rachel Cudworth, and Johnathon Redmon attended the ILF annual conference in Indianapolis this year. All appreciated the new information as well as the networking opportunities.

Storywalk Project – The completion and ribbon cutting for this joint venture between MUTPL and the Monticello Parks Department was on November 3, 2023. Tammy and Candace have worked on this since late summer along with Mitch Billue, Parks Dept. Head. Plans are to replace the story featured every quarter and to work with Mitch to provide nature visuals for any empty or extra picture slots along the walkway.

Old Business – The board discussed the next steps in moving forward with the building plans. Two public meetings must be held before the matter comes to the County Council. Butch Kramer, as president of the council, said that he believed the council could address the plans in February. Several council members have toured or will tour MUTPL to become more familiar with our needs before then. Candace hopes to advertise the two public meetings for January.

Comments/Adjournment – Hearing no further comments and noting the **Special Financial Session on Thursday, 12/28/23 at 11:00 a.m.**, President Don Osten again welcomed Butch to the board and adjourned the meeting with no objections at 6:55 p.m. (**Special Session Minutes to follow**)

Respectfully submitted, Emily Thacker, Secretary