

The Monticello Union Township Public Library Board of Trustees met in regular session in the library conference room on Monday, January 8, 2024, at 5:00 p.m. Present were Director Candace Wells and Treasurer/Bookkeeper Sharon Bail, along with all trustees as follows: Tom Fletcher, Tom Herman, Butch Kramer, Don Osten, Jo Piatt, Teresa Puterbaugh, and Emily Thacker.

Call to Order/Approval of Agenda – President Don Osten called the meeting to order at 4:59 p.m. Director Candace Wells noted that the Director’s Report had been inadvertently left off the agenda and that it should follow Business & Finance as usual. This amended agenda was then approved as moved by Butch Kramer and seconded by Jo Piatt.

Election of Officers – All current officers agreed to serve another year and were welcomed back with no opposition and the unanimous thanks of the board. Continuing officers are the following:

- President - Don Osten
- Vice-President - Jo Piatt
- Secretary - Emily Thacker
- Treasurer - Sharon Bail

Approval of the Minutes – The minutes of the December 11, 2023, meeting were approved as submitted as moved by Butch and seconded by Tom Herman.

Business & Finance: Treasurer Report/Claims – Treasurer/Bookkeeper Sharon Bail noted that we spent more money than usual (\$244,844.97) in December to close the year’s expenses. But in addition, she called attention to her report handout showing our tax draw monies received this month, which were also significant (\$220,624.50) and nearly balanced things out. Sharon continues to monitor 2024 Department of Labor regulations, especially those on non-exempt weekly pay, in case rules change that affect us. After reviewing claims from 12/1/23 to 12/31/23, Butch moved and Tom Herman seconded approving the financial report and December claims, and the motion carried.

Director’s Report – Candace began by saying that this has been a busy time for staff – covering short positions and still working to rebuild numbers (every year) from our Covid closures and low traffic. Before her own update, she briefly highlighted the managers’ reports.

Adult Services - (Assistant Rob Bonner) This year’s Mystery Dinner Theatre on December 8, 2023, was a sold out success. Both ESL and visiting artist classes are beginning again. Collection development, labeling, and weeding are ongoing.

Youth Services – (Mgr. Tammy Criminger) Story times continue to be popular, both here and out in the community. Children’s and Teen’s special programming included holiday events, videos and movies, and Beanstack reading challenges.

Circulation Services – (Mgr. Scott Miller) Overall numbers in traffic, circulation, and computer/WIFI usage were slightly down. New computers were purchased, all public computers received security updates, and the new Square Register has been set up.

(Director's Report - continued)

• **Meetings & Workshops** – Candace listed her main meetings this month as follows: 1) ILF Management Cohort Series - attended the final session in December to discuss forward thinking topics covering strategic planning, budget creation, marketing, and advocacy. This series was a great opportunity and a valuable experience to build a network of colleagues to gain and share information and improve knowledge and skills. 2) Bond Counsel Team Meeting - w/Sharon and Don, to discuss plans to move forward in the bond process of the building project. 3) Library Market - w/Tammy Criminger & Scott Miller, to initiate the process and installation of the online calendar system. 4) ENA - w/Scott and our ENA representative, Kyle Yost, to discuss existing ENA services, to plan for 2024/2025 E-rate, and to discuss future upgrades. 5) SOMA - to discuss 2024 programs and upcoming training with the Indiana Main Street Committee, and to assist the design committee to finalize plans for a sign at the Tornado Memorial.

• **Building & Grounds** – 1) Mulhaupts finished the installation of the new security camera system. 2) Norway Gardens removed a shrub blocking the digital sign and refreshed the bedding. 3) We hosted tours of the library for White County Council members (SeeOB).

• **Management** – Managers have completed all advertising for our job vacancies and have been receiving applications. Openings included two evening circulation clerks, one day circulation clerk, and one children's assistant. Management is beginning to work on staffing and hopes to have these positions filled by February. All continue to train and configure settings for the new calendar system. They also revised the meeting rooms policy for approval at the January board meeting (See NB). Library staff enjoyed a Christmas breakfast party and asked to have their own tour of the building to help them better visualize the changes that are part of the building project plans.

Old Business – Focus was again on the building plans. Various County Council members toured the library to see our needs, to better visualize the improvement plans, and to ask any questions. Candace and Don will meet virtually with our Indianapolis team on Tuesday, January 9, 2024, to establish our timeline for public meetings and other measures necessary in the bond financing process.

New Business – Trustees then addressed four (4) items.

1. Schedule Date for November 2024 Meeting: As moved by Tom Fletcher and seconded by Emily, the board approved moving our November 2024 meeting date to Wednesday, 11/13/24, because our regular date of Monday, 11/11/24, is Veterans Day and the library is closed.
2. Internet Policy: In our required annual review, as moved by Butch and seconded by Jo, the board examined and reapproved our Computer/Internet Acceptable Use Policy, Section 3.1.5 of the Library Policy Manual.
3. Meeting Rooms Policy: As moved by Jo and seconded by Tom Herman, trustees approved the revised Meeting and Study Room Policy with a few edits to be made for clarification and consistency. Candace noted that management had made changes to eliminate some problems that staff had been dealing with when the rooms were used by others.
4. Internet Controls:Petty Cash: As moved by Butch and seconded by Jo, the board approved a revision to the Objectives – Petty Cash Regulations for the Library Policy Manual that increased the petty cash balance to better fit current library procedures.

Comments/Adjournment – Having no further business to come before the board, President Don Osten called for any final questions or comments. Tom Fletcher inquired whether MUTPL had noticed any significant loss of funds by not charging overdue late fees. Both Sharon and Candace agreed that there were no problems. Candace again thanked trustees for their continued support in the building plan and financing process. She plans to advertise for the public hearings, probably to be held in early February, once the timeline is finalized with our team. She will keep the board informed. The meeting then adjourned at 5:53 p.m. with no objections.

Respectfully submitted,

Emily Thacker, Secretary