

2/12/24 Special Session and February Regular Session of MUTPL Board of Trustees Minutes

NOTE: This Special Session was the second of two (2) public hearings on the library renovation/expansion project and the proposed issuance of bonds for funding.

A meeting of the Board of Trustees (the “Board”) of Monticello-Union Township Public Library (the “Library”) was held at the Library Building located at 321 West Broadway Street in Monticello, Indiana, on February 12, 2024, at 5 p.m., pursuant to notice duly given in accordance with the rules of the Board. The Notice of this Preliminary Determination Hearing was published legally as required. The first Preliminary Determination Hearing was held on February 5, 2024

The meeting was called to order at 5 p.m. by the President of the Board, Don Osten. 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. Also attending was Ice Miller’s Amy Corsaro on screen, Baker Tilly Manager Lisa Huntington and Senior Consultant Lacey Vachon in person. Also attending virtually was architect Haneen Khader of Lancer Associates Architecture. In addition, MUTPL’s Circulation Services Manager Scott Miller and Youth Services Manager Tammy Criminger were present, along with Nicole Jenkinson, Executive Director of the White County United Way, and Sue Schlimme.

The agenda of tonight’s double meeting was approved as presented on a motion by Butch Kramer that was seconded by Tom Herman. The minutes of both the previous special session (2/5/24) and of the previous regular Board meeting (1/8/24) were approved as submitted as moved by Tom Herman and seconded by Tom Fletcher.

As moved by Butch Kramer and seconded by Jo Piatt, the board then approved opening the second public hearing. Don presided over the hearing, welcoming everyone and introducing speakers, beginning by asking Amy Corsaro of Ice Miller, our Bond Counsel, to explain the purpose of this hearing. She explained that pursuant to Indiana Code 6-1.1-20-3.1, a library must hold two public hearings and adopt a resolution to preliminarily determine to issue bonds or enter into a lease for a project which has a total project cost in excess of a non-controlled project. Notice of both public hearings was published in the *News and Review* on January 24, 2024, and in the *Herald Journal* on January 25, 2024, and was sent via first-class mail to the White County Clerk and any organizations which requested such notice as provided in Indiana Code 6-1.1-20-3.1. These public hearings and the adoption of the resolutions are the very beginning of the legal process. These resolutions establish the maximum financial terms for the proposed project.

She further explained that at this hearing all interested people may give testimony and/or ask questions concerning the renovation of and improvements to Monticello-Union Township Public Library, including site improvements and the purchase of equipment and technology (the “Project”). The purpose of the hearings is two-fold: (1) to inform the public as to the proposed Project; and (2) to allow all interested parties, taxpayers and patrons of the Library to voice their opinions as to the Project and ask any questions.

After the purpose of the hearings was explained, information regarding the need for the Project was given. Director Candace Wells began by giving a concise evaluation of the existing facility and history of the problems facing our “aging building” (built in 1991), including the soffit collapse that triggered a thorough building assessment by Lancer Associates which revealed problems with both the methods and materials used when MUTPL was constructed. She spoke of community input and suggestions gathered while envisioning our newest five year plan, of setting our top priorities for improvement, and of the need for expansion to service future community and patron growth.

Don then asked Architect Haneen Khader of Lancer Associates Architecture, to present details of the proposed Project. She highlighted the plans for the proposed changes and showed areas in the plans that addressed the needs Candace had shared.

Don then asked the representatives of Baker Tilly, our Municipal Advisor, to inform the group on financing this project. Both Lisa Huntington and Lacey Vachon then spoke on the estimated Project cost and schedule, utilizing handouts. They explained how this Project could be funded and the potential tax rate impact the Project would have on the typical property taxpayer.

After the above presentations, Don thanked all participants and announced that the Board would now hear testimony and questions from the public. When no remarks or questions were offered, he noted that this is just the first step in the legal process and that the Board will continue to work with the administration and its professionals to look for efficiencies to conserve tax dollars while meeting our needs.

The Board then closed the public hearing portion of the meeting and reopened the regular board meeting, beginning with **New Business** to address the two resolutions, as moved by Tom Herman and seconded by Teresa Puterbaugh. Trustees then, as moved by Butch and seconded by Tom Herman, unanimously adopted the Preliminary Determination Resolution which is required when a library is planning to finance more than a certain amount for a given facility. It contains the total project cost, maximum annual payment and lease term, and other financial terms such as the estimated principal amount and tax impact. As moved by Jo and seconded by Teresa, trustees next immediately adopted the Reimbursement Resolution relating to the financing of the project. This resolution permits the Library to reimburse itself from bond proceeds for any cash which it might spend on the project prior to the closing on the bonds. It is required by Federal tax law in order to preserve the Library’s ability to reimburse itself.

Business & Finance: Treasurer Report/Claims – Treasurer/Bookkeeper Sharon Bail noted that January claims tend to run a little higher partly because yearly expenses are paid in January. This month also had three (3) payrolls. After reviewing claims from 1/1/24 to 1/31/24, Emily moved and Butch seconded approving the financial report and January claims (\$79,528.98), and the motion carried.

Director’s Report – Candace mentioned that much of the focus had continued to be on the building project and staffing concerns.

- **Meetings and Workshops:** 1) The Community Foundation of White County visited and toured MUTPL. 2) SOMA Annual Meeting: attended this at the Odd Fellows Building. 3) Delphi Public Library: w/Tammy, co-hosted an event about Beanstack. 4) White County Libraries

Meeting: met virtually with all White County public library directors to share information and to discuss potential event collaborations.

- **Buildings & Grounds**: 1) Mulhaupts replaced an antenna to fix a communication issue in the fire control panel. 2) NIPSCO checked our meter and fixed a small leak plus recommended better means of accessing the air conditioner units. They told us NOT to lock doors to that area, so we may need another security camera there. 3) Hinshaw Roofing was contacted to fix the emergency leaks in the children's room and program room. 4) Scheurich Plumbing fixed a backup issue in the children's bathroom and informed us our plumbing is not up to code. 5) We removed an old bag of seeds, apparently the source of the pesky little flies that had been bothering everyone.
- **Management**: 1) All open positions have been advertised and applicants are being reviewed. 2) Work continues to finalize the new calendar system which will go live on February 1, 2024. 3) Scott Miller has been busy with lots of tech work, including launching the new coin printer system and the mobile wireless printer. 4) Meetings with the Bond Counsel team continue in preparation for the public hearings.

Old Business – N/A (See earlier special session minutes.)

New Business – As moved by Jo and seconded by Tom Herman, trustees approved the hiring of Debra Newlin as Youth Services Children's Assistant. Her probation period began on 2/7/24.

Comments & Adjournment – Having no further business to come before the board President Don Osten called for any final questions or comments. The meeting was then adjourned at 5:49 p.m. with no objections.

.

The next regular meeting of the MUTPL Board of Trustees will be held on Monday, March 11, 2024, at 5 p.m., at the library.

Respectfully submitted,

Emily Thacker/Secretary