

The Monticello Union Township Public Library Board of Trustees met in regular session in the library conference room on Thursday, April 11, 2024, at 4:00 p.m. This meeting's date and time were rescheduled from Monday, April 8, 2024, at 5 p.m. to guarantee a quorum could attend.

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 4:00 p.m. The agenda was then approved as presented on a motion by Emily Thacker that was seconded by Tom Herman.

Approval of the Minutes – The minutes of the March 11, 2024, regular monthly meeting were approved as submitted as moved by Butch Kramer and seconded by Jo Piatt.

Business & Finance: Treasurer Report/Claims – Treasurer/Bookkeeper Sharon Bail announced that we are on the State Board of Accounts audit schedule this year (as we are every four (4) years). This was also expected this year because of the bond issue/building project. After reviewing claims from 3/1/24 to 3/31/24, Butch moved and Tom Herman seconded approving the financial report and March claims of \$58,544.16, and the motion carried.

Director's Report – Candace noted that library traffic and numbers in most areas continue to be up. “Lots of people are using our spaces.” MUTPL is again fully staffed. She then gave her report.

- **Meetings & Workshops** – Candace listed her main meetings this month as follows: 1) SOMA – helped host the 50th Anniversary of the Tornado Memorial event on April 3, 2024, after having worked on the event plan and the new sign, which was unveiled. 2) BEAR Night at Meadowlawn Elementary - participated in the **Be Enthusiastic About Reading** annual event on 3/7/24 to promote getting a library card and all the children can do with one. Over fifty (50) children stopped by our table. “We benefited from being there.” 3) Home and Garden Show - assisted at the SOMA, ADA, and Kiwanis tables.
- **Building & Grounds** – 1) Circulation Services Manager Scott Miller installed two utility shelves in the backroom for the Friends of the Library to increase their book storage space and to improve accessibility. Funds for materials came from donations to the library from the Red Cross Blood Drive. 2) Candace and Sharon met with our bond counsel to discuss the upcoming meeting with the White County Council on 4/15/24. (See **OB**) 3) Hinshaw Roofing was back to patch another leak in the children's area. We are marking any drip areas on the floor when rains reveal other leaks. 4) Our outdoor electric digital sign has gone out. We think it is a power issue and plan to call in an electrician.
- **Management** – We began to review our materials policy and the Library of Things policy.
- **Friends of the Library** – The Friends quarterly book sale on March 8 & 9, 2024, attracted 180 people and netted about \$1,300. Friends President Susie Ezra is very pleased with the revamped shelves in the backroom and how they will help not only during the big sales, but also when switching in different books every couple weeks to freshen the ongoing book sale on “the wall.”
- **Disability Awareness Month** – The library again partnered with the City of Monticello ADA but increased our events this year. All the artwork submitted for the ADA art display was on exhibit in the program room at the library and was visited by 125 people. Youth Services hosted

storytimes with guest speakers, an accessible LEGO build, and a challenge for teens. Adult Services hosted a panel on accessibility that generated great discussion and also brought in White Oaks Health Campus to set up a simulation of dementia. Candace hopes the library will continue to address various related topics in creative ways to expand the talk and understanding.

Old Business – Building Project Update: Candace reminded the board that our building project/bond issue is on the agenda for the next White County Council meeting at the courthouse on Monday, 4/15/24, at approximately 10 a.m. Trustees are asked to attend. Representatives of Ice Miller, Baker Tilly, and Lancer Architecture will be there to answer any questions. **NOTE:** All trustees did attend the council meeting, along with Library personnel Candace Wells, Tammy Criminger, Scott Miller, and Sharon Bail. In addition, Ice Miller’s Kristin Mc Clellan and Lacey Berkshire, Baker Tilly’s Lisa Huntington and Lacey Vachon, and Lancer Associates Architecture’s Brian Sylva, who had done the initial building inspection after the outside ceiling collapse, attended and spoke as needed. The project and bond issue were approved.

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

1. Resolution to Transfer to LIRF and Rainy Day Per Budget – Sharon notified us of her transfer of these budget funds (\$4,000 to each) now instead of waiting until November as usual to assure funding for anticipated building project fees. Trustees signed this resolution..
2. Liberty Contract – The board accepted the Liberty Township contract with MUTPL.
3. Personnel Action: New Hires & Permanent Status – Candace spoke briefly on these personnel matters, as well as mentioning other staff concerns that are currently being covered. Then, as moved by Tom Herman and seconded by Jo, trustees approved the hiring of new staff members Dannya Soriano (probation began 3/18/24) and Isaac DeMoss (probation began 3/28/24) and the awarding of permanent status to Robbie (Kayla) Bonner, Adult Services Assistant, who has worked the full six months’ probation.
4. Staff Development – As moved by Butch and seconded by Teresa Puterbaugh, trustees approved Candace’s executive recommendation to hold an evening staff development, closing the library at 5 p.m. on Thursday evening, 5/9/24. This would allow all employees to gather while the library is closed for training on a variety of issues such as those related to security, supplies, team building, and calendar. Dinner will be provided.

Comments/Adjournment – Having no further business to come before the board, President Don Osten called for any final questions or comments. Candace shared that she is looking toward possibly working from home for a while after mid May to address a family health situation. Don then adjourned the meeting at 4:54 p.m. with no objections.

The next regular meeting of the MUTPL Board of Trustees is scheduled for **Monday, May 13, 2024, at 5 p.m.** at the library..

Respectfully submitted,

Emily Thacker, Secretary