

**The Monticello Union Township Public Library Board of Trustees met in special session followed by regular session in the library program room on Monday, June 10, 2024, at 5:00 p.m.** Present were Director Candace Wells, Treasurer/Bookkeeper Sharon Bail, Circulation Services Manager Scott Miller, and trustees Tom Fletcher, Tom Herman, Butch Kramer, Don Osten, Jo Piatt, Teresa Puterbaugh, and Emily Thacker. Also, Kristin Mc Clellan from Ice Miller attended virtually to lead us through several building project resolutions.

**Call to Order/Approval of Agenda** – President Don Osten called the special session to order at 5:00 p.m. As moved by Emily Thacker and seconded by Tom Herman, the agenda for both the special and regular sessions was then approved as presented.

**Public Hearing on Lease/Comments from Public** – Don opened by reviewing the lease funding for this project. Lease financing is used by libraries across the State of Indiana in order to borrow for renovation and construction. The Leasing Corporation currently owns the building to be used as leased premises under the Lease and will lease the building back to the Library. The lease rental due from the Library will be paid from property taxes and will be for the lease of the building during the term of the Lease. The lease rental (as shown as a maximum amount in Lease) will be sufficient to pay the principal and interest due to the bond holders. Don then opened the meeting up to the public for a hearing on whether the lease rental contained in the Lease Agreement is “fair and reasonable” for the construction or improvements being made. No one commented.

**New Business** – Trustees then addressed the five (5) resolutions related to the Lease that now required board vote for adoption with assistance from Kristin McClellan as needed for clarification.

1. Resolution Authorizing Execution of Lease Agreement – As required by the Library Leasing Statute (IC 36-1-10), after a hearing, the Library Board must approve the Lease and authorize the officers to execute such Agreement. This Lease is the agreement whereby the Library will levy the required property tax to pay the lease payments. The lease payments will be paid to the Leasing Corporation and used to pay the bond holders. Without the Lease, bond holders will have no assurance that the Leasing Corporation will repay the bonds. The Lease is the mechanism by which the property tax collections can get to the bondholders. After discussion, as moved by Butch Kramer and seconded by Tom Herman, this resolution (Exhibit A) was adopted.
2. Resolution Assigning a Construction Contract to Leasing Corporation – The President next advised the Board that the Leasing Corporation currently owns the MUTPL building. The Leasing Corporation will also be the issuer of the bonds. The bond proceeds will be held by the trustee bank, and will be used to pay the contractors for the work done on the building. As a result, the construction bids and contracts will need to be with the Leasing Corporation because the Leasing Corporation will hold the money to pay the contractors. The Library receives the bids and/or contracts and awards the bids and/or contracts under State law but then assigns those bids and/or contracts to the Leasing Corporation. After discussion of the proposed resolution, as moved by Jo Piatt and seconded by Butch Kramer, the resolution (Exhibit B) was adopted.
3. Resolution Adopting Taxpayers Petition– The President stated that the Library shall receive the Taxpayer Petition executed in multiple counterparts by at least fifty (50) taxpayers of the library district. After discussion (NOTE: Our petitions had 77 validated taxpayers.), the

Board adopted this resolution (Exhibit C) as moved by Butch Kramer and seconded by Teresa Puterbaugh.

4. Resolution to Approve Master Continuing Disclosure Undertaking and Issuance of Bonds – The Securities and Exchange Commission requires that a library enter into a Master Continuing Disclosure Undertaking before it issues bonds. The Library has previously entered into this type of agreement. The agreement requires that the Library agree to timely provide certain financial information to the SEC’s EMMA database ([www.emma.msrb.org](http://www.emma.msrb.org)) and provide notice of any material events. Trustees adopted this resolution (Exhibit D) as moved by Butch Kramer and seconded by Tom Fletcher.
5. Resolution Accepting Post Issuance Procedures – The Library shall consider and approve the Post Issuance Compliance Procedures. The Board adopted this resolution as moved by Tom Herman and seconded by Jo Piatt.

**Adjournment of Special Meeting** – Trustees thanked Kristin for being here to help, and she left the meeting. Don then adjourned the special session.

**Call to Order of Regular Session/Approval of the Minutes** – Don called the regular session to order at 5:07 p.m. The minutes of the May 13, 2024, regular monthly meeting were approved as submitted as moved by Butch Kramer and seconded by Teresa Puterbaugh.

**Business & Finance: Treasurer Report/Claims** – Treasurer/Bookkeeper Sharon Bail announced that the exit interview with the auditor is scheduled for 6/11/24 at 3 p.m. and invited trustees to attend if they wished. Only a few small changes will occur, including listing our salary ordinance. Her regular green report showed our May distribution of supplement LIT shares at \$78,235. These funds are usually put into our Rainy Day Fund. She also handed out the MUTPL Budget Calendar for 2025 Budget with July 8, 2024, listed as the date to present the board with the tentative budget, including the salary ordinance, at our regular meeting. Before then, she and Candace are asking trustees to increase money in the budget for an additional custodial job – a part time position with regular hours funded at approximately \$15,000. The official job description is forthcoming, but it will revolve around work with our lights, windows, and other regular fix-it and upkeep projects and custodial help as needed. Sharon also again noted that the Department of Labor Exempt Changes will transition for managers Scott Miller and Tammy Cruminger to hourly as of 7/1/24 and Director Candace Wells as of 1/1/25. Don said that he has forwarded to trustees a list of the interest rates at several banks as the board continues to investigate financial moves to save the library money. After reviewing claims from 5/1/24 to 5/31/24, Emily moved and Jo seconded approving the financial report and April claims of \$61,973.84, as well as the transfer of our Alliance Money Market balance of \$110,181.22 to a savings account, and the motion carried.

**Director’s Report** – Candace noted that she is still working both here and at home with a focus on summer programming and regular activities and business in all departments.

- Meetings & Workshops – Candace listed her main meetings this month as follows: 1) Community Foundation of White County – w/Robbie Bonner, attended their Annual Report to show our appreciation and in recognition of our three (3) funds supported by their grant awards to us. 2) White County Library Directors’ Meeting – to collaborate on a passport program for summer reading kids through age 17 to visit all four of our libraries (Monticello, Monon, Brookston, and Wolcott), receive a sticker at each, and win a prize after visiting all. 3) Public

Library Budget Workshop – DLGF and SBOA reviewed changes and shared information on library related federal and state legislative actions and financial/budgetary changes. 4) White County Economic Development Luncheon – Tammy Criminger and Robbie Bonner attended and appreciated the program on the resurgence of small town Bellefontaine, OH.

- Building & Grounds – 1) Huston Electric fixed the digital sign and recommended replacing and installing the proper electrical wires going under the driveway to connect to the sign and flagpole. This may lead to moving the sign during the construction process to add more parking. 2) Roof leaking continues to be a problem in the children's room. We are consulting with Hinshaw Roofing on what to do in consideration of the building project. What must we spend now knowing that a totally new roof is in the works? 3) Also, in looking toward the building project, we are checking where exactly the sewer lines are that run under the driveway (which have been here for years) and what kind of shape they are in.
- Management – Management continues to meet weekly with the Lancer team to work toward finalizing the design layout and collaborating on issues and concerns. The vacant evening circulation clerk position has been posted. Management continues to review and revise policies as needed.
- Broadway Art Show – So far, 37 artists have confirmed for the July 26 & 27 event, and another 10 artists have indicated an interest in attending. Candace plans to promote early and hopes to expand our patron list. Nearer to July 1st, tasks on entertainment and refreshments will be prioritized. As usual, Friday's (7/26) opening reception will include all patrons, giving them the first chance to purchase this year's art.

**Old Business** – Building project work continues. Most has been covered in the special session public hearing minutes and in Candace's report. It is an ongoing work in progress.

**New Business** – None tonight.

**Comments/Adjournment** – Having no further business to come before the board, President Don Osten called for any final questions or comments. Trustees expressed their thanks to Candace for all her work these last months on both the building project and the regular library programming and business. She in turn thanked her staff who helped her SO much. Don then adjourned the meeting at 6:05 p.m. with no objections.

The next regular meeting of the MUTPL Board of Trustees is scheduled for **Monday, July 8, 2024, at 5 p.m.** in the library conference room.

Respectfully submitted,

Emily Thacker, Secretary