

The Monticello Union Township Public Library Board of Trustees met in regular session in the library conference room on Monday, July 8, 2024, at 5:00 p.m. Present were Director Candace Wells, Treasurer/Bookkeeper Sharon Bail, and trustees 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 5:00 p.m. As moved by Teresa Puterbaugh and seconded by Butch Kramer, the agenda was then approved as amended to move any public comments and New Business to the beginning of the meeting, followed by the usual remaining order of business. Candace recommended that the public comments remain at the beginning of each meeting going forward. No one objected.

Public Comments – N/A

New Business – Trustees then addressed several issues of new business, signing related resolutions and forms as they proceeded.

1. 2025 Proposed Budget – Treasurer Sharon Bail handed out the most recent draft of next year’s budget, which she based on last year’s 4% average growth quotient, assuming that this year’s will be the same or close. She has incorporated changes and additions discussed by the board, and will include all information required (per recent audit instruction). No action is needed on this budget tonight. Noting that “costs are going up,” she asked trustees to look it over again and email her any suggestions. Otherwise, this version will stand. She also reminded the board that we must have a quorum present at our next regular meeting (8/12/24) to approve advertising this 2025 Proposed Operating Budget.
2. 2025 Salary Ordinance – As moved by Jo Piatt and seconded by Tom Fletcher, trustees approved the 2025 Salary Ordinance ranges (See Sharon’s green packet).
3. E-Rate Resolution – As moved by Emily Thacker and seconded by Tom Herman, the board approved again joining the Indiana State Library Consortium for Public Library Internet Access for Funding Year July 1, 2024, through June 30, 2026. Joining this group annually gives MUTPL a discount on our internet costs.
4. Library to Close Early for the Broadway Art Show Set Up – As moved by Butch and seconded by Jo, trustees approved Candace’s executive recommendation to close the library to the public at noon on Friday, 7/26/24, to allow staff and artists time to set up for the Broadway Art show to be held that evening and on Saturday, 7/27/24.
5. Collection Development Policy – As moved by Jo and seconded by Emily, the board approved the new collection development policy that management has been working on.
6. Library of Things Policy – As moved by Butch and seconded by Tom Fletcher, trustees approved the new Library of Things Policy and Procedures, including its lending agreement and liability waiver.
7. Job Descriptions (Maintenance Position & Custodian Position) – As Emily moved and Butch seconded, the board approved the general outlines for both the recently added maintenance position and the custodian position. Fine Tuning of each job description, however, will continue in order to clarify specific individual and shared duties and cooperative expectations as well as to eliminate repetition. The board will see the final versions when revised.

Approval of the Minutes – The minutes of the June 10, 2024, joint special session and regular monthly

meeting were approved as submitted as moved by Teresa and seconded by Butch.

Business & Finance: Treasurer Report/Claims – Treasurer/Bookkeeper Sharon Bail noted the higher claims total, explaining that this reflects our payment to Lancer Associates Architecture, which now will be a monthly bill. Her regular green report showed our June Tax Draws totalling \$323,890.43. After reviewing claims from 6/1/24 to 6/30/24, Butch moved and Tom Herman seconded approving the financial report and June claims of \$116,961.97. Trustees complimented and thanked Sharon for all her work, including the 2025 proposed budget presentation, and she graciously replied, “I love what I do.”

Director’s Report – Candace noted that June was a very busy month with summer traffic, lots of meetings, and extra programming concerns.

- **Meetings & Workshops** – Candace listed her main meetings this month as follows: 1) State Board of Accounts (SBOA) Auditor – attended exit interview to discuss the results of the recent audit. 2) ADA Meeting – attended the ADA Bowling fundraiser and the regular monthly meeting to discuss the fundraising results. 3) SOMA – partnered with SOMA for the “We Love Our Downtown” event.
- **Building & Grounds** – 1) We contacted Hinshaw Roofing to repair the leaks in the children’s room and the program room. 2) The outside patio door handle issue was repaired. 3) We called Scheurich Plumbing to fix an issue in the children’s restroom.
- **Management** – Management continues to meet weekly with the Lancer team to work toward finalizing the design layout and collaborating on issues and concerns. Our interior designer, Susie Fawcett, has visited on site, and we have discussed mechanical needs with Primary Engineering. We are considering various furniture and floorings.
- **Broadway Art Show** – So far, at least 45 invited artists have confirmed their participation. Promotion is ongoing, including new banners which are going up around town after checking with Area Plan. Windows and the front entrance will be power washed for the event. For Friday’s reception, Ruth Davis and Sue Schlimme will handle refreshments, artist Cheryl Kaldahl will perform music, and artist Fred Holly will provide a fantasy painting demonstration. A dulcimer group will be here Saturday for background music during shopping time.

Old Business – Building project preparation continues. Candace handed out the most recent floor plan, noting alterations suggested by management. Trustees then moved out into the main desk area for an informal tour to check out ceiling heights and other features that are still in question. Candace reminded everyone that some problems may be uncovered once construction and deconstruction begin. After an informal discussion exchanging questions and ideas, President Don Osten adjourned the meeting at 6:50 p.m. from the tour site with no objections.

The next regular meeting of the MUTPL Board of Trustees is scheduled for **Monday, August 12, 2024, at 5 p.m.** in the library conference room.

Respectfully submitted,

Emily Thacker, Secretary