

The Monticello Union Township Public Library Board of Trustees met in regular session in the library conference room on Monday, October 14, 2024, at 5:00 p.m. Present were Director Candace Wells, Treasurer/Bookkeeper Sharon Bail, and trustees Jo Piatt, Teresa Puterbaugh, Tom Herman, Butch Kramer, and Don Osten. Trustees Tom Fletcher and Emily Thacker were absent.

Call to Order/Approval of Agenda – President Don Osten called the meeting to order at 5:00 p.m. As moved by Butch Kramer and seconded by Teresa Puterbaugh, the board approved Candace’s amended agenda that changed the personnel action from permanent status to resignation.

Public Comments – No public attended.

Approval of the Minutes – The special session minutes of October 7, 2024 were first to be reviewed and approved by Butch Kramer and seconded by Tom Herman. The regular monthly board minutes of September 9, 2024, were approved as submitted as moved by Jo Piatt and seconded by Teresa Puterbaugh.

Business & Finance: Treasurer Report/Claims – Treasurer/Bookkeeper Sharon Bail again noted a higher monthly claims total, with another payment to Lancer Associates Architecture. She provided the board with a detailed invoice from Lancer Associates Architecture to show the breakdown and remaining costs. The LIRF and Rainy Day funds are depleted due to the Lancer payments but will be reimbursed once bonds are sold. Sharon presented the final 2024 Broadway Art Show sales and donations report, noting the library’s profit of \$3,486.26. After reviewing claims from 9/1/24 to 9/30/24, Jo Piatt moved and Tom Herman seconded approving the financial report and September claims of \$145,706.79, and the motion carried.

Old Business – This will be summed up in the Director’s Report.

Director’s Report – Candace noted that traffic is down somewhat as is usual this time of year. She briefly highlighted the managers’ reports before summarizing her own.

- **Meetings & Workshops** – Candace listed her main meetings this month as follows: 1) **County Council Meeting** – Sharon and Candace attended the public hearing on September 16th for the library’s 2025 budget. There were no concerns or questions presented. 2) **Rating Call** – attended the virtual call with Sharon, Ice Miller, Baker Tilly, and S&P Global for the credit rating for the bond sale. 3) **Due Diligence Call** – attended a virtual call with all bond counsel to answer questions towards the bond sale and for the official preliminary statement.
- **Building & Grounds** – 1) The Lock Doctor was contacted for an issue with the interior handicap door but has referred the job to Lakeshore Glass to resolve. 2) C and C Lawncare mowed four (4) times in September. 3) A trash service was contacted to pick up old, damaged furniture and the rest of our DVD security cases.
- **Building Discussion and Management** – Candace reported the building plans reached 100% CD (construction documents) on September 9th in preparation of the notice for bids. A notice for bids was placed in both the local newspapers to advertise for a contractor. The library will host a contractor conference day on October 1st for contractors to visit and tour the library. Lancer informed the team we would need to request a variance for the parking lot since the parking lot is not in accordance with the rule on being 6 feet from the property line.

Candace updated the board on the recent visit to a potential offsite location for the library. The library admin staff and Don Osten visited the location in the Monticello marketplace, the former label shopper retail store. She explained the location offered expansive space at 8,000 square feet and there would be more parking spaces available. Candace discussed the details on the cost at \$55,000/year and \$4,583 per month. She has received the agreement from Regency Property Management and will review with management and consult Dow Dellinger the library attorney. With all the variables involving the building renovations, Candace requested the board to schedule a special session on October 28, 2024 at 5 pm to approve the contractor and the offsite location to assist in moving this project forward.

New Business – Trustees then addressed one (1) item.

1. Personnel Action – Resignation – As moved by Jo Piatt and seconded by Teresa Puterbaugh, trustees approved Candace’s executive recommendation to approve the resignation of Isaac DeMoss, a Circulation Clerk.

President’s Comments/Adjournment – Having no further business to come before the board, President Don Osten called for final questions or comments. Don voiced his appreciation of the work from our bond counsel on the building project.

The board will meet in a special session on **Monday, October 28, 2024 at 5 pm** in the library program room. The next regular meeting of the MUTPL Board of Trustees is scheduled for **Wednesday, November 13, 2024 at 5 p.m.** in the library conference room.

Respectfully submitted,

Candace K Wells, Director