

The Monticello Union Township Public Library Board of Trustees met in regular session at the temporary site (934 N. Main St.) on Monday, January 13, 2025, at 5:00 p.m. Present were Director Candace Wells, Treasurer/Bookkeeper Sharon Bail, and trustees Tom Fletcher, Butch Kramer, Don Osten, Jo Piatt, Teresa Puterbaugh, and Emily Thacker.

Call to Order/Approval of Agenda – Board President Don Osten called the meeting to order at 5:00 p.m. As moved by Butch Kramer and seconded by Emily Thacker, the board approved the agenda as presented.

Public Comments – N/A

Approval of the Minutes – The minutes of December 9, 2024, combined regular session and year end finance meeting were approved as submitted as moved by Jo Piatt and seconded by Tom Fletcher.

Business & Finance: Treasurer Report/Claims – Treasurer/Bookkeeper Sharon Bail listed our Property Tax Draw for December (\$217,004.44). She also noted that December claims were higher than usual. They included three (3) payrolls (two of them with extra pay), and temporary site charges for thorough cleaning, necessary electrician work, and rent. Some reimbursements for these expenses will be coming. Tom Fletcher suggested that we itemize the things we have had to do and pay for at the temporary site from which the owners will benefit and deduct those improvement costs from our last rent payment. After reviewing claims from 12/1/24 to 12/31/24, the board approved the financial report and December claims of \$276,471.98, as moved by Teresa Puterbaugh and seconded by Jo Piatt.

Director's Report – Candace had a long report for the board that included many updates on the move to the temporary site.

- **Meetings and Workshops**: 1) Kiwanis Presentation: spoke at their luncheon and discussed the building updates and mentioned the benefits in cost and time saved by moving offsite. 2) WMRS Radio Spot (a monthly scheduled radio time to promote our services and programming): provided a short summary of the building project and the move. 3) Pre-Construction Meeting: w/Brian Sylva, Haneen Khader from Lancer, Troy Deppe and David Price from TD Construction, library administration, and Board President Don Osten - to discuss the timeline of construction, necessary documents required, permits, procedures and process, security and housekeeping, payment, and procedures for maintaining records, documents and miscellaneous items. TD Construction plans to start work on the building on January 13, 2025.
- **Main Building Tasks** – We closed December 11, 2024, for packing and moving, following the plan made by management. However, we had to add some days to cover all the tasks and all the materials to be stored or moved. In this process, we have donated our still useful but depreciated items, including furniture, that are governed by our Capital Assets Policy and its depreciation formula. As a non-profit, the library itself could not sell these to raise money. So we gave them away to the schools, partners, other libraries, organizations (such as United Way, churches, White County Historical Society, Boys & Girls Club), etc., where they will still be used. Also important in the main building work was the dumpster dropped off by Bayli Cottrell from C and C Lawncare for getting rid of old and falling apart items and building supplies. He also finished cleaning out the upstairs attic, completing the work of our employees and their helpers. Most of the heavy book shelves were taken apart for moving by Scotty and Chris, another major job.
- **Offsite Building Tasks** – Goodwin Fire inspected the fire extinguisher and approved them. We still do not have internet at the temporary site. Electrician Garrett Bick handled several electrical requirements. Also working on the site were the Lock Doctor and aquarium technician Aaron Clark and volunteer Galen Logan, who assisted in several capacities. Because of another roof leak, we contacted Regency Rental Properties management, and they have responded to our repair request. Candace said that the full staff will be at the site for training and lunch so all are ready for the opening. She is very proud of the staff. Our new site will open to the public on

Tuesday, 1/21/25 (Monday is Martin Luther King Day, a holiday). Hours of operation are M, W, F: 9-5; T & Th: 9-8; and Saturday 9-2.

Old Business – We are awaiting the “Kickoff”! Once construction begins, staff meetings for managers and Board President Don Osten will start in order to keep trustees updated and may eventually lead to tours for the board as things progress. To be sure that patrons are aware of our new location, Candace is considering having a banner made with the address of the temporary site.

New Business – Trustees then addressed two (2) items.

1. Election of Officers - As moved by Butch and seconded by Tom, all current officers were reelected. These include Don Osten, president; Jo Piatt, vice-president; Emily Thacker, secretary. Sharon Bail will also continue as our bookkeeper/treasurer.
2. Computer Internet Acceptable Use Policy - In a routine matter, trustees gave their annual approval to the Computer Internet Acceptable Use Policy, as moved by Jo and seconded by Butch.

President’s Comments/Adjournment – Don expressed extra thanks to Candace and her staff for their diligence and hard work, especially in these last few weeks. Trustees echoed his sentiments. Having no further business to address, Don then adjourned the meeting at 6:11 p.m. with no objections.

The next regular meeting of the MUTPL Board of Trustees is scheduled for **Monday, February 10, 2025, at 5 p.m.** at the temporary library at 934 N. Main St.

Respectfully submitted,

Emily S. Thacker, Secretary