

**MONROE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES WORK SESSION  
December 5, 2018, 5:45 p.m.  
Meeting Room 1B**

**AGENDA**

1. Call to Order – John Walsh, President
2. Review of 2019 documents – Marilyn Wood, Kyle Wickemeyer-Hardy, Gary Lettelleir:
  - a. Holiday schedule (page 1)
  - b. Pay schedule (page 2)
  - c. Wage and salary schedule (page 3)
  - d. Pay resolution (page 4)
  - e. Fine and fee schedule (page 5)
  - f. Board Meeting Calendar (page 6)
3. Proposed 2019 Agreement between CATS and the Town of Ellettsville – Gary Lettelleir (page 7-8)
4. Proposed MOU with the United Way, Endwright Center and Library for Tax Help – Jane Cronkhite (page 9-10)
5. Public Comment
6. Adjournment

View the Board Packet on the Library's website: <https://mcpl.info/library-trustees/meetings>

**MONROE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES PUBLIC COMMENT POLICY**

The MCPL Board of Trustees shall have a time providing for public comment during all public meetings. Comments should be relevant to Library matters, excluding personnel issues. Individual speakers are asked to limit their remarks to three-to-five minutes. The chair shall be allowed to limit the time for individual speakers and to limit the total time for public comment.

Public comment time is provided for the public to express their opinions or concerns about matters over which the Board of Trustees has authority or responsibility. Comments are intended to be statements from speakers; speakers may not engage the Board in a question-and-answer exchange during public comments. Questions relating to library or administrative procedures which could be addressed outside of a library board meeting should be referred to the appropriate library staff at other times. Expressions of opinion about these matters are appropriate for the public comment time on the agenda.

*Policy revised April 18, 2018*



# LIBRARY CLOSING SCHEDULE 2019

**Tuesday, January 1**  
NEW YEAR'S DAY

**Tuesday, February 12**  
STAFF DAY

**Sunday, April 21**  
SPRING HOLIDAY

**Monday, May 27**  
MEMORIAL DAY

**Thursday, July 4**  
INDEPENDENCE DAY

**Wednesday, January 1, 2020**

**Monday, September 2**  
LABOR DAY

**Thursday, November 28**  
**Friday, November 29**  
FALL HOLIDAY

**Tuesday, December 24**  
**Wednesday, December 25**  
WINTER HOLIDAY

**Tuesday, December 31\***  
NEW YEAR'S EVE

*\*The Library closes at 5 PM*

**NEW YEAR'S DAY**

# MONROE COUNTY PUBLIC LIBRARY

## PAY SCHEDULE

### 2019

PAY PERIOD	PAY DATE
December 10 – December 23, 2018	January 4
December 24 – January 6	January 18
January 7– January 20	February 1
January 21 – February 3	February 15
February 4 – February 17	March 1
February 18 – March 3	March 15
March 4 – March 17	March 29
March 18 – March 31	April 12
April 1 – April 14	April 26
April 15 – April 28	May 10
April 29 – May 12	May 24
May 13 – May 26	June 7
May 27 – June 9	June 21
June 10 – June 23	July 5
June 24 – July 7	July 19
July 8 – July 21	August 2
July 22 – August 4	August 16
August 5 – August 18	August 30
August 19 – September 1	September 13
September 2 – September 15	September 27
September 16 – September 29	October 11
September 30 – October 13	October 25
October 14 – October 27	November 8
October 28 – November 10	November 22
November 11 – November 24	December 6
November 25 – December 8	December 20

### 2020

December 9 – December 22, 2019	January 3, 2020
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**MONROE COUNTY PUBLIC LIBRARY**  
**Wage and Salary Schedule**  
*2019*

<b>Pay Grade</b>	<b>Market Minimum</b>	<b>Market Maximum</b>
Non-Exempt / Hourly		
1	\$11.25	\$14.63
2	\$11.47	\$16.08
3	\$12.43	\$18.65
4	\$13.44	\$20.16
5	\$14.66	\$21.99
6	\$15.78	\$23.67
7	\$17.32	\$25.98
8	\$19.86	\$29.79
9	\$22.10	\$33.16
Exempt / Bi-Weekly Salary		
10	\$1,910.34	\$2,865.51
11	\$2,723.25	\$4,084.87

**RESOLUTION TO ADOPT 2019 HOLIDAY CLOSING SCHEDULE, PAY  
SCHEDULE, AND WAGE and SALARY SCHEDULE**

**WHEREAS** it has been determined that it is now necessary to adopt a Holiday Closing Schedule, Pay Schedule, and Wage and Salary Schedule for the 2019 fiscal year, and

**WHEREAS** the board wishes to adjust the current minimum for pay grade 1 to \$11.25 and pay Grade 2 to 11.47 (an increase of .75 cents) within the Wage and Salary Schedule based upon local market research, and the board wishes to maintain the current minimums and maximums for all other pay grades within the Salary and Wage Schedule.

**WHEREAS** the board wishes to provide a cost of living increase which falls within the amount budgeted for 2019,

**NOW THEREFORE** the Board adopts the 2019 Holiday Closing Schedule, Pay Schedule, and Wage and Salary Schedule and approves a .75 cent or a 2.75% incremental increase per hour – whichever is higher – subject to Wage and Salary Schedule Maximums. This applies to all employed at the Library as of December 23, 2018. The effective first pay date of 2019 is January 04, 2019 and includes the pay period beginning December 10, 2018 and ending December 23, 2018;

Presented to the Monroe County Public Library Board, read in full and adopted this 12th day of December 2018, by the following aye and nay votes.

AYE

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NAY

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## Monroe County Public Library 2019 Fee Schedule

Overdue fines	\$0.25/day (Maximum \$10/item) (No charge for children's materials)
Collection Agency Fee	\$10.00
Annual Subscription Card – Non-resident	\$60.00
Lost items	Varies
Photocopies	\$0.10/page non-color, \$0.30/page color (Patrons granted \$0.30/day free reference material copies)
Printing	\$0.10/page non-color, \$0.30/page color (Patrons granted \$0.30/day free printing)
<del>Obituaries supplied for out-of-county residents \$3/name</del>	
<del>Genealogy research for out-of-county residents \$10/request</del>	
Meeting room and auditorium rental for businesses operating in Monroe County	\$150/hour for Auditorium and for 1B/1C combined \$75/hour for 1B, 1C, 2A
Meeting room clean-up fee	Maintenance (reset room, clean carpet, repair furniture, etc.): \$25/hour. Equipment damage or replacement: Cost + \$10 service fee
CATS dubs	\$10/dub (No charge for dubs of public meetings for elected officials from units with contracts with CATS)
Fine Option Program (for patrons 14+)	\$5/hour credit
Read It Off (children under age 18)	\$5 credit/use and return
Food for Fines credit	\$1 for each item

[Proposed](#) December 12, 2018

**2019 BOARD OF TRUSTEE'S CALENDER**  
**All meetings in Room 1B unless otherwise noted**

Month	Date	Meeting Type	Potential Topics
January	9	Work Session*	
January	16	Board Meeting	Budget line-item transfers; officer slate approved; Conflict of Interest forms; El Centro Contract; Update:
January	16	Board of Finance	Review Investment Report and Policy
February	13	Work Session*	
February	20	Board Meeting	Election of Board Officers; review Internet and Computer Use Policy, Update: Access & Content Services
March	6	Work Session*	
March	20	Board Meeting at Ellettsville Branch	2018 Annual Report review; Review Long Range Strategic Plan; Update: Branch Services
April	10	Work Session*	
April	17	Board Meeting	Update: Teen Services
May	8	Work Session*	
May	15	Board Meeting	Update: Children's Services
June	12	Work Session*	
June	19	Board Meeting	Update: Building Services
July	10	Work Session*	
July	17	Board Meeting	Draft 2020 Budget; Update: Community Engagement & VITAL
August	14	Work Session*	
August	21	Board Meeting	Review any revisions to 2020 Budget, Approve 2020 Budget for advertising; Update: Special Audience Services
September	11	Work Session*	
September	18	Board Meeting	2020 Budget; Update: Communications & Marketing
September	18	Public Hearing	Public Hearing on 2020 Budget
October	9	Work Session*	
October	16	Board Meeting	Adopt 2020 Budget; approve 2020 employee insurance package; Update: Adult Services
November	13	Work Session*	
November	20	Board Meeting	Update: Staff Development
December	11	Work Session*	
December	18	Board Meeting	Approve 2020 salary schedule, Pay Schedule(dates), director's salary; 2020 Holiday & Closing Schedule;CATS contracts, Fines and Fees schedule; Update: CATS
*Work session dates are placeholders. Meetings are held only as needed.			
Highlighted dates are off meeting week schedule (due to spring break schedules)			

## 2019 AGREEMENT TO PROVIDE COMMUNITY ACCESS TELEVISION SERVICE: TOWN OF ELLETTSVILLE

This Agreement is made by and between the Town of Ellettsville, hereinafter referred to as "Town", and the Monroe County Public Library, hereinafter referred to as "Library".

WHEREAS, it is the desire of the Town to aid the library in providing services and facilities to the public for local access television programming.


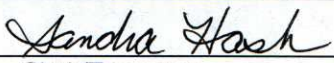
NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. To partially fund the operational expenses of the Community Access Center for the year 2019, the Town shall pay \$16,602.00. Such payment shall be in equal installments of \$4,150.50, payable at the beginning of each quarter of the calendar year 2019 (March 31, June 30, September 30, December 31).
2. The Library shall, by means of the Bloomington Community Access Television, telecast meetings of the Ellettsville Town Council, Ellettsville Planning and Zoning Board, Richland-Bean Blossom Community School Corporation.
3. The library shall provide an annual progress and financial report to the Town Council, which report shall summarize the utilization of the Town's payments.
4. This agreement is subject to an appropriation of funds by the Ellettsville Town Council.
5. Either party may terminate this agreement upon sixty (60) days written notice. Notice shall be sent to the following addresses unless such addresses are otherwise changed in writing:  
  
Town of Ellettsville  
Post Office Box 8  
Ellettsville, IN 47429  
  
Monroe County Public Library  
ATTN: Director  
303 East Kirkwood Avenue  
Bloomington, IN 47401
6. This agreement is for a period of one year.
7. Library certifies that it is enrolled in the E-Verify program and has verified the work eligibility status of all newly hired employees through the E-Verify program, unless the E-Verify program no longer exists, and that signing this contract serves as an affidavit affirming that the Library does not knowingly employ an unauthorized alien.



IN WITNESS WHEREOF, the parties have hereunto affixed their signatures on the date indicated below.

ELLETSVILLE TOWN COUNCIL

Signature   
Name / Title Brian Scott OGDHAM, President Town Council  
Date 13 Nov 2018  
Attest   
Clerk/Treasurer

MONROE COUNTY PUBLIC LIBRARY

CATS Manager Signature \_\_\_\_\_  
Name / Title \_\_\_\_\_  
Date \_\_\_\_\_  
Attest \_\_\_\_\_  
MCPL Director

**Memorandum of Understanding  
Between Monroe County Public Library, the Endwright Center, and United Way of Monroe County**

This memorandum of Understanding (MOU), effective from December 1, 2018 - April 15, 2019, is hereby made and entered into by and between: The Monroe County Public Library ("Library"), having an Ellettsville Branch Library with an address of 600 W. Temperance Street, Ellettsville; Indiana, Area 10 Agency on Aging, ("Area 10") 631 Edgewood Drive, Ellettsville, IN; and United Way of Monroe County, ("United Way") 441 S. College Ave, Bloomington, IN.

Whereas the parties to this agreement are dedicated to collaborative solutions to community issues, and

Whereas the Ellettsville Branch Library will be closed for renovation through February 2019, and

Whereas, Area 10 has space available for United Way to make use of to deliver Free Community Tax Service through the Endwright Center.

Therefore, the parties agree as follows:

- Area 10 will make space available to United Way, during non-business hours 6-9 PM on Tuesdays and Thursdays, from January 31 – April 15, 2019.
- Area 10 will provide keys for United Way's possession from January 15 – April 15, 2019 for access to the facility during non-business hours.
- United Way will be responsible for opening the space (with keys provided by Area 10), and ensuring it is locked and secure at closing.
- Area 10 will provide access to electricity, restrooms, lobby and program room(s) spaces within the Endwright Center facility, and parking in the Center lot, for Tax Service customers and United Way staff and volunteers. Staff and visitors will not leave the Endwright Center space and enter the greater office area.
- The Library will provide secure Wi-Fi access through a mobile hotspot; use of two printers & four laptops for tax preparation; and staff time in receiving calls for Tax Service appointments from the public (beginning January 2, 2019).
- United Way staff and Tax Service customers will adhere to all Area 10 use policies.
- United Way will not be responsible for custodial care or maintenance of the facility; however, United Way will promptly notify the Area 10 staff of any custodial care or maintenance needed beyond vacuuming.
- The contact person for the Area 10 space will be: Rebecca Ball, Endwright Center Director, 812.876.3383 ext. 582, rball@area10agency.org.
- The contact person for the Library will be: Chris Hosler, Programming & Branch Services Strategist, 812.349.3210, chosler@mcpl.info.
- The contact persons for United Way will be Amy Leyenbeck, Community Initiatives Director, 812.334.8370 X 11, amy@monroeunited.org; and Don Baxter, Tax Service Site Coordinator, 812.699.1375, don.baxter@outlook.com.

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John Walsh, President  
Monroe County Public Library Board of Trustees

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Chris Myers, Chief Executive Officer  
Area 10 Agency on Aging

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Date

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Date

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Efrat Feferman, Executive Director  
United Way of Monroe County

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Date

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