

**The Monticello Union Township Public Library (MUTPL) Board of Trustees held a public hearing regarding the 2019 library budget at 645pm on September 10, 2018.** There was no public discussion or descension. **The MUTPL Board of Trustees met in regular session on Monday, September 10, 2018, at 7:00pm in the library conference room.** Board members present were: Art Morgan, Tom Herman, Valerie Carson, Frank Walker, Jo Piatt, and Emily Thacker. Tina Emerick, Director and Sharon Bail, bookkeeper were also present.

**Approval of Agenda** – President Art Morgan called the meeting to order at 7:00pm. Additional agenda items were added by Tina Emerick once the meeting was called to order. Emily Thacker moved to approve the agenda with the amendment. Tom Herman seconded the motion. The motion carried.

**Approval of Minutes** – Jo Piatt moved to accept the August 13, 2018, minutes as presented. Frank Walker seconded the motion. The motion carried.

**Business and Finance** – August 1, 2018 through August 31, 2018, claims were approved as presented as moved by Frank Walker. Tom Herman seconded the motion. The motion carried.

#### **Director’s Report**

- **Overdrive and Hoopla**—although circulation of physical materials are down, as noted in Scott Miller’s monthly report, both electronic book services are up significantly.
- **Position Openings**—the library has advertised for a youth services clerk position. Tina Emerick reported that there were 5 applicants that she and her staff would be reviewing and interviewing in the next month.
- **Training**—Tina Emerick gave the board a summary of the trainings she had attended in the last month. She reported having a very positive experience at the New Director’s Workshop that she attended.
- **In-Service**—Monday, November 12, 2018, which is observed as Veteran’s Day may be used as an in-service day for library staff, with a focus on CPR and First Aid, technology training, and a cleaning day. Tina Emerick will verify the date with the board at the next scheduled board meeting.
- **Germ Busters**—the library purchased an environmentally safe “germ buster” that can be used in the building to help the library combat the flu and cold season better this year. Tina Emerick is also looking into having flu shots made available to library staff at a reduced rate.
- **Meetings**—the board was updated on the monthly meetings attended by Tina Emerick, which included:
  - Management
  - Staffing
  - SOMA Board
  - Health Coalition
  - Social Services Network
  - Chamber of Commerce

- **Roof Update**—the roof was doing well since being fixed on July 26, 2018 by PR Construction. However, a ceiling tile did fall the day before the board meeting was held due to being wet. Tina Emerick will be contacting PR Construction and reporting back to the board next month.
- **AC Unit**—the AC unit in the attic had issues that caused a leak in the ceiling. McDonald’s is looking into the problem and will be contacting the library with ideas for fixing this ongoing issue.
- **Parking Lot**—Tina Emerick reported that the library parking lot has been completed and some initial issues with the “finished” job have been addressed and corrected by Extreme Construction.
- **Sidewalks**—several contractors have been contacted to see if they can fix a few issues with the sidewalks around the library.
- **Teacher Appreciation**—Tina Emerick and Candace Wells had the opportunity to participate in the Twin Lakes School Corporation teacher appreciation breakfast. They handed out book bags, pens, and magnets to those in attendance.
- **SOMA Ice Cream Social**—this was a successful event that Tina Emerick attended and participated in. Overall, 500 cups of ice cream were handed out.
- **Murder Mystery and Fall Celebration**—the board was informed of two upcoming events being hosted by the library. The Fall Celebration is being held September 29, 2018 and will feature Nelson’s chicken dinners. The Murder Mystery will be held October 12, 2018 at the Tippecanoe Country Club. Board members were encouraged to partake in both events.
- **Grants**—both Scott Miller and Candace Wells are working on writing grants for the library. Scott Miller’s grant is focusing on getting money for computers, Candace Wells is working on obtaining funds to host a Women’s Expo in the spring.
- **Employee Manual**—Tina Emerick reported that the employee manual has been read and signed by almost every staff member at this time.

### Old Business

- **None to Report**

### New Business

1. **Personnel**—the board was made aware that employee, Tammy Criminger fell at work and cracked her heel. A Workman’s Compensation claim has been filed. She will be on a “no weight bearing” restriction for 4-5 weeks. However, she has been working full time with a boot and walker and is doing well.
2. **Executive Recommendation**—request was made to approve an L6 (state licensure) requirement for the position of Youth Services Assistance (currently Tammy Criminger) due to the increased job expectations and duties. Emily Thacker made the motion to approve this executive recommendation, Tom Herman seconded. The motion carried.
3. **Executive Recommendation**—request was made to approve the purchase of 300 DVD Security Cases in the amount of \$1,566.48. Motion for approval was made by Jo Piatt, seconded by Frank Walker. The motion carried.
4. **Executive Recommendation**—request for approval to attend the State Fall Forum was made by Tina Emerick at the cost of \$193.96. Valerie Carson moved to approve the request for training purposes, Tom Herman seconded. The motion carried.

5. **Grant Resolution**—Valerie Carson moved to approve for the resolution of a grant through the Community Foundation for funding of the Women’s Expo. Jo Piatt seconded the motion. The motion carried.
6. **2017 Annual Report**—the year-end report was presented to the board for review prior to presentation to the public.

**President’s Comments**

Board President Art Morgan had no additional comments or concerns to address.

There being no other business before the board, President Art Morgan asked for a motion to adjourn. Frank Walker moved to adjourn and Valerie Carson seconded the motion. The motion carried and the meeting was adjourned at 7:58pm.

The next meeting will be Monday, October 8, 2018, at 7:00pm in the Conference Room.