

The Monticello Union Township Public Library Board of Trustees met in regular session on Monday, October 10, 2016, at 7:00 p.m. in the library program room. Board members present were: Art Morgan, Frank Walker, Tom Herman, Valerie Carson, Emily Thacker, and Kathy Henney. Lilly Bouwkamp was absent

Approval of Agenda - President Art Morgan called the meeting to order. He asked to adjust the agenda to allow for the OMS to report first. Frank moved to amend the agenda and Tom seconded the motion. Motion carried.

Approval of Minutes – Emily moved to accept the September minutes as corrected (card/care) and Tom seconded the motion. Motion carried.

OMS Feasibility Study Update – Matt Marohl presented a final drawing including changes discussed at the last meeting. MUTPL board members expressed the desire to keep the renovation under \$2 million. The mean projected cost for everything is \$1,999,140. Board members asked to include the Solar Photovoltaic implementation as described in Section V of the feasibility study. Matt will get back to us on that. If the board decides to move forward with the renovation, we can expect to begin bidding in about 3 months.

Business and Finance –September claims were approved as presented as moved by Frank and seconded by Tom. The motion carried.

Director's Report

- **Budget and Finance** – Monica and Sharon are projecting a near \$24,000 revenue shortfall FY2017. They plan to have an operating cash balance to roll over into FY2017. There is also the \$45,000 special distribution from LOIT in the Rainy Day Fund. There currently is enough cash at hand to get through the second property tax settlement in December. CAGIT will now be called Local Income Tax.
- **Outreach** – With the help of Rotary four little free libraries have been installed. Two are located at the CDC Group Homes, one at Altheer Park, and one at the Council on Aging. Rotary plans to build two more. The Adult Services Department continues with their concert series at Constitution Plaza to help bring people downtown. 70 people attended the Lalo Cura Latin rock band concert recently.

New Business

1. **FY2017 Library Budget** of \$599,278 was presented for approval. It has been advertised via Gateway and a link on MUTPL website. Frank moved to approved the FY2017 budget and Kathy seconded it. The motion carried.
2. **Coke Vending Machine** – Monica is recommending the installation of a Coke vending machine to help bring in additional revenue and to encourage patrons to drink beverages with lids. Frank moved to allow MUTPL to host the Coke machine and Valerie seconded it. The motion carried 5 to 1.
3. **Women Giving Together Grant** – The Youth Services Department is working on meeting the early literacy part of the strategic plan by submitting a \$1000 grant application to purchase Books before Kindergarten. Valerie moved to allow for this grant application and Kathy seconded the motion. Motion carried.

4. **Resolution to extend library service to Lincoln and Liberty Townships (County Expansion Resolution)** - A resolution needs to be approved in order to move forward with expanding MUTPL service to currently unserved Lincoln and Liberty Townships. Kathy moved to allow for this resolution and Tom seconded it. The motion carried.
5. **Personnel Action** – Tammy Criminger is being recommended for hire as a part-time Youth Services Clerk. Frank moved to allow for this hiring and Tom seconded it. The motion carried.
6. **Business Travel & Mileage Policies (Employee Manual)** - Currently, mileage has been reimbursed at the federal rate of \$.575 per mile. Monica is recommending MUTPL follow the State Travel policy regarding mileage, (\$.38) per diem, and hotel reimbursement. Also, only Outreach mileage will be reimbursed from now on and not for other business related mileage, such as driving to Wal-Mart for supplies. Tom moved to accept this change in policy and Emily seconded it. Motion carried 5 to 1.
7. **Credit Card Policy (Library Policy Book)** - Monica is requesting to add the Circulation Services Manager to the credit card users. Kathy moved to accept this addition and Valerie seconded the motion. The motion carried. Credit cards will be issued to the Director, Adult Services Librarian, Children’s Services Librarian and Assistant, and the Circulation Services Manager. Itemized receipts must be turned in for reimbursement.
8. **Trees on First Street** – The street department will redo the sidewalks along First Street, but Frank Arthur recommends removing and replacing the “street trees” as they have uprooted the sidewalk. The street department will also replant trees. Frank moved to allow the Monticello Street Department to remove the old trees, repair the sidewalk, and replace the trees with Dogwood trees as suggested by Tom Herman. Frank moved to allow for this repair and Emily seconded it. The motion carried.

Items

Volunteers for collecting signatures on petitions for the library expansion – A sign- up sheet was passed around requesting help at Buffalo and Idaville on election -day in November.

2016 Strategic & Technology Plans were reviewed as to the goals completed.

There being no other business before the board, President Art Morgan asked for a motion to adjourn. Tom moved to adjourn and Kathy seconded the motion. Motion carried and the meeting was adjourned at 8:30 p.m.