

The Monticello Union Township Public Library Board of Trustees met in regular session on Monday, May 8, 2017, at 7:00 p.m. in the library program room. Board members present were: Art Morgan, Tom Herman, Frank Walker, Valerie Carson, Emily Thacker, and Kathy Henney. Lilly Bouwkamp was absent.

Approval of Agenda - President Art Morgan called the meeting to order and asked for the agenda to be approved. Tom moved and Emily seconded and the agenda was approved

Approval of Minutes – Frank moved to accept the April minutes as corrected (solider/soldier) and Val seconded the motion. Motion carried.

Business and Finance –April claims were approved as presented as moved by Kathy and seconded by Emily. The motion carried.

Director's Report

- **Budget and Finance** – We are still waiting on service contracts from Liberty and Cass Townships.
- **Strategic Planning** – Monica is working on a demographics page for the Strategic Plan. The Wisemans will be in Monticello for two days to conduct focus groups and community conversations. Monica asked for names of community members to be a part of these groups.

New Business

1. **PERF/INPRS Revised Resolution** – The resolution was revised to withdraw the position of bookkeeper from PERF retirement. This is a part time position and is no longer part of this retirement plan. Val moved to accept the new resolution and Tom seconded it. The motion carried.
2. **Youth Services Assistant Job Description Revision** – The Youth Services Assistant position no longer requires LC6 licensing. Monica requested to update the job description to reflect this change. Frank moved and Kathy seconded to update the job description. The motion carried.
3. **Surplus List** – Monica presented a list of 2 different items to be given to the Friends of the Library for sale or donation. The items are 3 portable grand keyboards and a microfilm machine. Emily moved to donate these surplus items and Tom seconded it. The motion carried.
4. **Health and Safety Policy**- It has become necessary to devise a policy for suspension of privileges for health and safety reasons. Examples include items returned with insect infestation. In order to fulfill MUTPL responsibility of maintaining a healthy and clean environment, the Library may restrict a user's ability to borrow materials and/or to visit Library facilities when such use may jeopardize the health and cleanliness of Library facilities, collections, and users. Val moved to accept this new policy and Tom seconded the motion. Motion carried.
5. **Evergreen Indiana Bylaw Amendments** – Evergreen bylaws were updated in the following ways. 1) Membership is now restricted to public and not private libraries. 2) An exit fee of the cost of 1 full year's membership from \$500 not to exceed \$5,000 will be charged in the event a library exits from Evergreen Indiana in the middle of its

contract. Frank moved to accept this amendment and Emily seconded it. The motion carried.

Items

Feasibility Study Survey for Public was developed by Candace Wells and presented by Monica. These surveys will be available at the front desk, in the newspaper, and on line for patrons to select the most important areas of renovation.

ILF Trustee Division Membership information was shared by Monica.

There being no other business before the board, President Art Morgan asked for a motion to adjourn. Val moved to adjourn and Tom seconded the motion. Motion carried and the meeting was adjourned at 7:45 p.m.

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