

The Monticello-Union Township Public Library Board of Trustees met

Monday, July 10, 2017 at 7:00 pm in Regular Session in the Conference Room. Board members present were: Art Morgan, Tom Herman, Val Carson, Emily Thacker, Frank Walker, and Lily Bouwkamp. Kathy Henney was absent

Approval of Agenda - President Art Morgan called the meeting to order. Frank moved to approve the agenda. Emily seconded. The motion carried.

Approval of Minutes - Tom moved to approve the June minutes. Emily seconded. The motion carried.

Business and Finance - June claims were approved as presented. Motion to approve was made by Val. Lily seconded. The motion carried.

Director's Report

- **Budget and Finance** - The library is over budget at 52% rather than the preferred 48%. Bookkeeper and Interim Director will monitor expenditures. First property tax disbursement was received.
- **Building** - The new compressor was installed in the Children's Department AC unit. Scheurich's returned several times to correct problem after install. The AC is stable now. A leak occurred during a storm. Roofers were called, both showed up, but neither followed up. Scotty will follow up.
- **Tech Training** - Front-end staff took part in tech training covering printing from various devices and scenarios.
- **Strategic Plan** - The Wiseman's, our Strategic Planning consultants visited on June 19 to meet with staff as part of our preparation for putting together the 2018-2023 Strategic Plan.

New Business

1. **Bank Signer Amended** - Sharon requested that Monica Casanova be removed as a bank signer and that Scott Miller be added. Lily moved to approve and Emily seconded. The motion carried.
2. **Director Search Committee** - Scotty Miller recommended that the Board put together a search committee that would consist of a couple of Board members and himself to interview applicants for the Director position. It was decided that Art Morgan, Kathy Henney, and Scott Miller would do the interviewing. Tom Herman brought up the idea of

surveying staff for input on what they would like to see in a new director. Scotty volunteered to put together a survey.

3. **Pay Increase 2018** - Sharon proposed three options for pay increases for 2018; increase starting pay and lowest pay to \$9.50 with 2% increase for those above \$9.50 with the exception of management, 2% increase for all staff, or increase starting pay and lowest pay to \$9.75 with 2% increase for those above \$9.75 with the exception of management. Frank moved to approve a 2% increase for all staff and Tom seconded. The motion carried. Tom mentioned afterward that he was concerned about raising the starting pay for new employees to the same amount as someone that had been here for a few years. This sparked discussion about working out a way to do future pay increases based on seniority and being sure new employees would not be hired on at the same rate as current staff with seniority and experience.

4. **Job Description Revisions** - Tom made a motion and Emily seconded to approve amending the following job descriptions. Striking out the requirement to complete an annual technology competency exam. The motion carried.

- a. Circulation Clerk
- b. Youth Services Clerk
- c. Youth Services Assistant
- d. Teen Services Librarian
- e. Publicity and Programs Assistant

5. **Sick Leave Policy Amended** - Scotty recommend amendment to the sick leave policy cleaning up wording to make it clear that sick leave could be used as paid time off for reasons other than illness. Val moved to approve and Lily seconded.

There being no other business before the board, President Art Morgan asked for a motion to adjourn. Tom moved and Frank seconded for adjournment. The meeting was adjourned at 8:10 p.m.