

**The Monticello Union Township Public Library Board of Trustees met in regular session on Monday, October 9, 2017 at 7:00pm in the library room.** Board members present were: Art Morgan, Frank Walker, Valerie Carson, Lily Bouwkamp, and Tom Herman.

**Approval of Agenda** – President Art Morgan called the meeting to order at 7:01pm. Frank Walker moved to approve the agenda and Lily seconded the motion. The motion carried.

**Approval of Minutes** – Lily moved to accept the September minutes as presented. Valerie seconded the motion. The motion carried.

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

#### **Director's Report**

- **ADP** – Tina reported that section 125 had been sent in for premium only plan of the IRS. It was explained that this would concern only staff with benefits.
- **Budget** – Tina reported that the County Council has officially approved next year's budget for the library.
- **E-Rate** – On September 21, 2017, the Indiana State Library received all requested eRate documents from the Monticello-Union Township Public Library.
- **Economic Development Report** – On September 25, 2017, the Economic Development Report was filed to the Department of Local Government Finance. However, Tina indicated that we do not receive any economic development funding.
- **Air Conditioning Unit** – Tina reported that there were significant issues with the A/C unit on September 20, 2017. Scheurich's had to come in and fix the problem, which ended up being low Freon.
- **Indiana Data Center** – The library will be renewing a two- year contract with Indiana Data Center. They provide data and training opportunities to the library.
- **Mentee** – Tina reported that weekly mentoring visits with students at Roosevelt Middle School continue to occur.
- **Interview** – Five candidates for the part time Youth Services clerk position and three candidates for the Teen Librarian position were conducted during the last month.
- **Personnel** – Tina recommended and reported the following personnel issues:
  - Amanda Bowles be approved for the position of Teen Librarian
  - Anne Marie Everhart be approved for the part time position of Youth Services Clerk
  - Tina Emerick was given a full work release from her doctor
  - Johnathon Redmon be approved for permanent employment status
- **Storytelling** – Tina, at the request of Frank Walker, did storytelling for the retired teachers meeting.
- **Radio Spot** – Candace and Tina presented the monthly radio spot for upcoming October events on WMRS.
- **Practicum Student** – Laura Burcham is under Tina's supervision for 10 hours a week.

## New Business

1. **Budget Adoption for 2018** – The board had discussion on the 2018 budget as presented. Lily motioned to approve the budget and Frank seconded. The motion carried.
2. **Personnel Action** – Three personnel issues were presented during the meeting. Valerie motioned to accept the actions as presented and Frank seconded. The motion was carried.
3. **Executive Director Recommendation** – The ILF Conference is November 14-15, 2017. Tina requested travel and lodging expenses for the conference so she can earn continuing education hours and network with others in the field. Frank motioned to pay for these expenses, and Tom seconded the motion. The motion was carried.
4. **Resolution** – The request was made to give Sharon Bail the role of Business Officer 1 and Tina Emerick the role of Business Officer 2 for the library credit card account. Lily motioned that these roles be assigned as requested, and Frank seconded the motion. The motion was carried.
5. **Job Proposal** – Tina requested that Candace Wells be given the position of Adult Services Manager while pursuing her college education for a Master's Degree in Library Science, which is the degree required for the position. Frank motioned that this job proposal be accepted as presented, with the recommendation that the salary rate for the position be \$14.00/hour. The motion was seconded by Lily. The motion carried.
6. **Banker signer amended** – Tina Emerick will be added as the bank signer. Frank made a motion to approve Tina as the signer. Valerie seconded. The motion was carried.
7. **Patron refund** – Lily motioned to approve a patron refund of \$49.99 to a patron who had over paid on lost items. Valerie seconded the motion. Motion carried.
8. **Deaccession List** – Approval was requested to dispose of a broken table. Motion was made by Valerie to approve this request, seconded by Lily. The motion was carried.
9. **Cass Township Service Contract** – Request was made to approve the Cass Township Service Contract as presented. Motion was made by Frank, seconded by Tom. The motion carried.

There being no other business before the board, President Art Morgan asked for a motion to adjourn. Tom moved to adjourn and Lily seconded the motion. The motion carried and the meeting was adjourned at 7:53pm.

The next meeting will be Monday, November 13, 2017 at 7:00pm in the Conference Room.