

The Monticello Union Township Public Library Board of Trustees met in regular session on Monday, November 13, 2017, at 7:00 p.m. in the library Conference Room. Board members present were: Art Morgan, Frank Walker, Emily Thacker, Valerie Carson, and Kathy Henney. Absent were Tom Herman and Lily Bouwkamp.

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

Approval of Minutes – Valerie moved to accept the October minutes as presented and Kathy seconded the motion. The motion carried.

Business and Finance – Tina noted that ordering is complete for the year. She will be reviewing all expenditures including insurance, contracts, etc. to ensure cost effectiveness. October claims were approved as presented as moved by Emily and seconded by Frank. The motion carried.

Director's Report – Tina Emerick

- Murder Mystery was a great success with 110 people in attendance. It was held at Brandywine this year. Thank you to all involved.
- The awning has been taken down and will need repair in the spring. Twin Lakes Canvas will look at doing this.
- Fire Inspection was held on 10/31 and the MUTPL was in compliance.
- Speed bumps- Tina reports a need to control cars speeding and cutting through the library parking lot. The street department donated two sets of speed bumps that could be installed. Xtreme Contractors could install two within the parking lot at the same time they seal and line for a cost of \$1480 in early spring. \$2000 has been budgeted for this. Tina will look into comparing the cost of installing the donated speed bumps with the quote from Xtreme.
- Safe Place – There is a need for a Safe Place for youth in our community. Tina will confer with Robin from the national organization to see what needs to be done to be designated a Safe Place. Here is the link for the National Safe Place Network (NSSPN), <http://www.nationalsafeplace.org/>
- Bank deposits from the county will be by direct deposit starting December 1.
- The library was awarded a grant from TAF for Sandy Storey-Moon art classes.
- Job updates – We are looking for a Youth Services Manager at this time since Tina took the Director position.

Old Business

1. **Banker signer amended** – Will now be Tina and Sharon.
2. **Long range update** – The Wiseman's completed their community meetings. Tina will now take over completing the long range update by the end of the year as she has experience doing this.

New Business

1. Holidays for 2018 & one-hour delay opening on December 14 for staff Christmas party.

Tina proposed the attached list of Holiday closings for 2018. She requested to open at 10 a.m. on Thursday, December 14 to allow for an 8:30 staff meeting and a one hour staff brunch and holiday party. Val moved to accept the holiday schedule as presented and allow for the delayed closing and Kathy seconded it. The motion carried.

January 15	Martin Luther King Jr	Monday
February 19 holiday	President's Day	Monday – In-Service then floating
March 30	Good Friday	Friday
May 28	Memorial Day	Monday
July 4 th	Independence Day	Wednesday
September 3	Labor Day	Monday
November 21-3	Thanksgiving	Wednesday – Friday
December 24-5	Christmas	Monday – Tuesday
December 31-Jan 1	New Year's	Monday - Tuesday

2. Transfer funds to LIRF – Sharon requested to transfer the sum of \$210 to LIRF at this time. Kathy moved to allow for this transfer and Frank seconded it. The motion carried.

Art announced that December 8 & 9 are the dates for the Friends of the Library Book Sale.

The year-end final board meeting will be held on December 28 at 2 p.m.

There being no other business before the board, President Art Morgan asked for a motion to adjourn. Emily moved to adjourn and Kathy seconded the motion. The motion carried and the meeting was adjourned at 7:48 p.m.

The next meeting will be Monday, December 11 at 7:00 p.m. in the Conference Room.