

The Monticello-Union Township Public Library Board of Trustees will meet
Monday, December 29 , 2017 at 3:00 p.m. for a Board of Finance Meeting in the
Conference Room

December 2017 Board of Trustees Agenda

✓ **Call to Order** **President Action**
✓ **Approval of Agenda** **President Action**

✓ **Consent Agenda** **President Action**
✓ **Approval of Minutes** **President Action**

✓ **Business and Finance** **President Action**
✓ **December Claims** **President Action**

✓ **Old Business**

✓ **New Business**
✓ **Transferring Funds With Operating** **Discussion Action**
✓ **Transferring between Major Categories** **Discussion Action**
Building Walk Through **Discussion Action**

President's Comments
Comments from Staff/Public
Adjournment

**Next Board Meeting will be Thursday, January 8, 2018 at 7:00 pm in the
Conference Room for a regular session.**

The Monticello Union Township Public Library Board of Trustees met in regular session on Monday, December 11, 2017, at 7:00 p.m. in the Library Conference Room. Board members present were: Art Morgan, Tom Herman, Frank Walker, Emily Thacker, Valerie Carson, and Kathy Henney. Lily Bonwkamp was absent.

Approval of Agenda - President Art Morgan called the meeting to order at 7:03. Emily moved to approve the agenda and Tom seconded the motion. The motion carried.

Approval of Minutes - Valerie moved to accept the November minutes as presented and Frank seconded the motion. The motion carried.

Business and Finance - The cost of monthly electricity was discussed as well as reminding Musalls to clean sidewalks anytime it snows but to clean the parking lot with 2 inches of snow or more. Tina will look into this and find out if we have a contract or MOU with them and other vendors to clear up any misunderstandings. November claims were approved as presented as moved by Emily and seconded by Kathy. The motion carried. MUTPL Endowment Funds through The Community Foundation have accrued the following interest for the year: Buildings and Grounds - \$6,081, to be used for the parking lot; Adult Programs - \$1,354 to be used for programming; and Children's Programs - \$8,047 to continue to pay for the Asst. Teen Librarian.

Director's Report - Tina Emerick

- **Safe Place** - Robin will speak at the Social Services Network Meeting on January 9 about MUTPL becoming a temporary safe place for children and teens.
- **Job updates** - Tina will interview candidates on December 13 and 18 for a Youth Services Manager.
- **Building** - The shelf in Friend's Room was cleared due to a fire hazard of items too near pipes. Teens were trashing the library and Tina instituted no food/drinks after 3 pm for 5 days. The situation has improved.
- **Continuing Education** - Tina attended the annual Indiana Library Federation Conference in Indianapolis on November 14 and 15 and learned about the following topics.
 - Scams, debt collection and bankruptcy - These are topics of interest for future programs.
 - Opioid and Narcan administration for drug overdose - MUTPL could be a First Responder making some Narcan free and include yearly training. Marsha from the health department will assist with setting up this training.
 - Supervised visits workshop - MUTPL has 6-8 supervised visits on a regular basis and learned about procedures and policies. Tina will be part of a management roundtable and had a phone meeting with managers across the state on December 7.

New Business

1. **Interim Youth Services Assistant Proposal** - Tina proposed that Tammy Crinninger be allowed to increase her hours to 30-35 per week to act as Interim Youth Services Assistant at a compensation of \$500 until a new person can be hired. Kathy moved to accept this recommendation and Frank seconded the motion. The motion carried.

2. Yearly Resolutions – Sharon provided the following yearly budget resolutions:

- a. Resolution for cancellation of old outstanding checks. Outstanding checks that are at least two years old will be cancelled. Kathy moved to accept this recommendation and Emily seconded it. The motion carried.
 - b. Electronic funds transfer to pay for PERP, payroll, and the Visa card. Frank moved to continue to allow for electronic funds transfer and Tom seconded the motion. The motion carried.
 - c. Authorize payment of membership dues such as ILF, Chamber of Commerce, and Tippecanoe Arts Federation. Val moved to allow for membership payments and Kathy seconded it. The motion carried.
 - d. Pay bills with prior approval. Certain ongoing bills must be paid in a timely manner in order to avoid fees or fines. Val moved to approved paying ongoing bills with prior approval and Tom seconded it. The motion carried.
- 3. Building walk through** was schedule for December 29 after the 3 pm end of year meeting. The purpose of the walk-through is to list needed upgrades, repairs, and replacements.
- 4. Website upgrade recommendation** – Dave Brechbiel from One Technologies will upgrade MUTPL website at a cost of \$1,991.49. This expense will come from the current hardware/software operating budget line which has \$4935.06 remaining.

The year-end final board meeting will now be held on December 29 at 3 p.m. with a building walk through to follow.

Art reported that the Friends of the Library book sale netted over \$700 for the library. Thank you Friends!

Tina read a thank you from the MUTPL staff and invited the board members to the December 14 staff meeting at 8:30 followed by breakfast.

There being no other business before the board, President Art Morgan asked for a motion to adjourn. The meeting adjourned at 7:58 p.m.

The next meeting will be Monday, January 8 at 7:00 p.m. in the Conference Room.