

October 8, 2018, Minutes of MUTPL Board of Trustees Meeting

The Monticello Union Township Public Library Board of Trustees met in regular session on Monday, October 8, 2018, at 7:00 p.m. in the library conference room. Board members present were Art Morgan, Tom Herman, Lily Bouwkamp, Jo Piatt, Frank Walker, and Emily Thacker. Also attending were Tina Emerick, director, and Sharon Bail, bookkeeper.

Approval of the Agenda – President Art Morgan called the meeting to order at 7:00 p.m. Tina Emerick requested that the agenda be adjusted to add one more executive recommendation under New Business. Tom Herman moved to approve the agenda as so amended. Jo Piatt seconded the motion and it passed unanimously.

Approval of the Minutes – Frank Walker moved to approve the September meeting minutes, and Tom Herman seconded the motion. It passed without discussion.

Business and Finance – The board reviewed the September claims and financial updates. Sharon Bail, bookkeeper, assured the board that although the balance of several accounts is low or used up, there is no need to worry. The first tax draw is in December, and the new budget goes into effect in January of 2019, so funds for the rest of this year are sufficient. Lily Bouwkamp moved to approve the September claims as submitted, Tom Herman seconded the motion, and the motion carried.

Director's Report – Tina Emerick summarized library news and plans.

- Jobs: Emma George began working at the end of September in the children's department as our new part time youth services clerk.
- In-Service: In-House projects are on the agenda for the Veterans Day in-service training, including customer service, data bases, going deweyless, and attic cleaning (among others).
- Meetings: Management, staff, SOMA Board, Murder Mystery practice, Chamber, Marketing, Health Coalition, Social Services Network

- Roof: PR Roofing has continued to offer excellent service. PR came back and fixed a small leak area over the program room with no charge.
- Parking Lot: The lot is now sealed and striped. However, Extreme Construction has not responded to calls to improve some of their work.
- Fall Celebration: The event on Saturday, September 29, 2018, was a success, and MUTPL made some profit from chicken dinner sales.
- Sidewalks: Some of our sidewalk areas are buckled or need to be leveled. Howard Construction submitted a \$5,500 bid for the work. Dante Deno has looked at the areas but has yet to submit his bid.
- Murder Mystery: Practice continues.
- Licenses: Tammy has received her license, and Amanda has applied for hers.

Old Business – See Director’s Report on Roof and Parking Lot.

New Business – The board addressed the new 2019 budget and several executive recommendations as well as procedure and schedule issues.

- Budget Approval: Lily Bouwkamp moved to give final approval to the budget for 2019. Jo Piatt seconded the motion which then passed without further discussion.
- Jo Piatt moved to approve Tina Emerick’s request to open the library at 10:00 a.m. on December 13, 2018, to allow staff time to attend a Christmas Breakfast staff meeting at the USA Restaurant at 8:00 a.m. Frank Walker seconded the motion which then passed.
- Lily Bouwkamp moved to approve Tina Emerick’s executive recommendation that the Veterans Day holiday closure instead become a floating holiday and be used as an in-service day for the staff. (See Director’s Report – In-Service.) Jo Piatt seconded this motion which then passed.
- Frank Walker moved to support Tina Emerick’s recommendation and to approve funding of \$594.44 for Candace Wells and Scotty Miller to

attend this year's ILF Conference in Indianapolis on November 13 & 14, 2018. Tom Herman seconded the motion. Tina Emerick explained that both Candace and Scotty would prefer to travel there and back each day rather than to stay over. The motion carried.

- Lily Bouwkamp moved to approve spending \$75 from our Public Relations Fund to buy a 2x2" ad from the Greater Monticello Chamber of Commerce-White County Business Bureau-News & Review to add us to their calendar. Jo Piatt seconded this motion which then was passed by the board.
- The board discussed the date of next month's meeting, agreeing to keep it on Veterans Day, Monday, November 12, 2018, at 7 p.m. as scheduled despite that being an in-service day.
- Tina Emerick informed the board of a form to be signed before any member of the public asks a board member a question. This would be used for any visitors at board meetings to officially record their participation.
- Sharon Bail reminded the board that we need a final meeting of the year in late December to finish the year's financial business. Friday, December 28, 2018, at 2:00 p.m. is the tentative date and time for this last meeting. All were asked to check their schedules so this could be confirmed at the next meeting. The regular December meeting is set for December 10, 2018, at 7:00 p.m.
- The board noted that the final Friends of the Library book sale of the year will be December 7 & 8, 2018.
- Tina Emerick encouraged the board to do a self-evaluation in November or December. She has a question list to use in this process. She also alerted the board that we will need to go over the 5 year plan – which the staff has been working on – during our December meeting.

President's Comments – Board President Art Morgan had no additional comments of concerns to address.

There being no further business to come before the board, Tom Herman moved to adjourn and Frank Walker seconded the motion. The motion passed with no discussion, and the meeting adjourned at 7:50 p.m.

Respectfully submitted,

Emily Thacker, acting secretary