

0 The Monticello-Union Township Public Library Board of Trustees will meet Monday, January 14, 2019 at 7 p.m. in regular session in the conference room.

January 2019 Board of Trustees Agenda

Board of Finance mtg.

Call to order

President Action

Investment report

Adjourn meeting

President action

Call to Order

President Action

Approval of Agenda

President Action

Approval of Minutes

President Action

Business and Finance

Early January Claims

President Action

Director's Report

Old Business

Windows update

Discussion Action

New Business

Election of officers

Discussion Action

Board Self-Evaluation

Discussion Action

Personnel Action

Discussion Action

White County Historical Museum

INPRS update

INDOT purchase of property

President's Comments

Comments from Staff/Public

Adjournment

The next regular board meeting will be held on
Monday, February 11, at 7pm in the Conference Room.

The Monticello Union Township Public Library Board of Trustees met in end of year Board of Finance meeting at 2:00pm in the library conference room on Friday, December 28, 2018. Board members present were: Art Morgan, Emily Thacker, Frank Walker, Jo Piatt and Valerie Carson. Tina Emerick, Director, and Sharon Bail, bookkeeper were also present. Absent were Lily Bouwkamp and Tom Herman.

Approval of Agenda – President Art Morgan called the meeting to order at 2:19pm. Emily Thacker moved to approve the agenda and Frank Walker seconded the motion. The motion carried.

Approval of Minutes – Frank Walker moved to accept the December minutes as presented. Emily Thacker seconded the motion. The motion carried.

Business and Finance – December 7, 2018 through December 27, 2018 claims were approved as presented as moved by Emily Thacker. Valerie Carson seconded the motion. The motion carried. Remaining end-of-year claims will be reviewed and finalized in the January meeting.

Old Business:

- Nothing to report at this time.

New Business:

- **Resolution to Authorize Electronic Funds Transfer**—Jo Piatt moved to approve the funds transfer as presented. Emily Thacker seconded the motion. The motion carried.
- **Resolution to Authorize Payment of Membership Dues**—Jo Piatt moved to approve the payment of library membership dues as presented. Frank Walker seconded the motion. The motion carried.
- **Resolution to Pay Bills with Prior Approval**—Jo Piatt moved to approve the payment of bills with prior approval. Emily Thacker seconded the motion. The motion carried.
- **Resolution to Transfer Operating Funds to LIRF Fund**—Frank Walker moved to approve the transfer of funds to LIRF. Jo Piatt seconded the motion. The motion carried.
- **Resolution to Transfer Operating Funds to Rainy Day fund**—Emily Thacker moved to approved the transfer of funds to the Rainy Day fund. Jo Piatt seconded the motion. The motion carried.
- **Resolution to Transfer Funds within the Library Operating Fund**—Jo Piatt moved to approve the transfer of funds within the Library operating fund. Emily Thacker seconded the motion. The motion carried.
- **2018/2019 Insurance Comparison**—the insurance comparison chart was shared with the board for reviewing purposes only.
- **Annual walk-thru of the building**—board members went on a building “tour”, and the following issues and projects were identified as needing attention in the coming year:
 - **HVAC Units in Attic**—pipes freeze with high use causing drain overflow, which leads to leakage in the ceiling
 - **Water Heater in Back**—getting old and needs replaced

- **Friends of the Library Room**—in need of paint on the walls
- **Doors/Locks**—front door lock bar is very loose and not working properly on both the inner door and outer door
- **Window**—in the Teen Scene area has a broken seal and moisture and air are coming into the building
- **Carpet**—some heavy wear and tear issues
- **Floor Outlets**—need new plates that are more patron user friendly and safer when used
- **Patio**—need new canvas made—old one is no longer usable
- **Sidewalk**—need to fix buckling and cracks/holes
- **Soldier Lights**—several are out and need to be replaced
- **Ceiling in Front Entrance**—needs painted, there are moisture stains present
- **Policy Manual**—will be presented as a whole to the board in 2019 for review and revision
- **Annual Report**—will be worked on
- **Update for Sound/AV Program Room**—needs updated
- **Budget for 2020**—will be working on throughout the year

There being no other business before the board, President Art Morgan asked for a motion to adjourn. Frank Walker moved to adjourn and Jo Piatt seconded the motion. The motion carried and the meeting was adjourned at 2:44pm.

The next meeting will be Monday, January 14, 2019 at 7:00pm in the Conference Room.