

The Monticello Union Township Public Library Board of Trustees met in regular session on Monday, May 14, 2018, at 7:00pm in the library conference room. Board members present were: Art Morgan, Lily Bouwkamp, Valerie Carson, Tom Herman, Frank Walker, Jo Piatt, and Emily Thacker. Tina Emerick, Director, and Sharon Bail, bookkeeper were also present.

Approval of Agenda – President Art Morgan called the meeting to order at 7:00pm. Frank Walker moved to approve the agenda as presented. Emily Thacker seconded the motion. The motion carried.

Approval of Minutes – Jo Piatt moved to accept the April 9, 2018, minutes as presented. Lily Bouwkamp seconded the motion. The motion carried.

Business and Finance – April 5, 2018, through May 10, 2018, claims were approved as presented as moved by Valerie Carson. Frank Walker seconded the motion. The motion carried.

Director's Report

- **White County Health Community Conversation**—Tina Emerick gave a brief report on her attendance at this local community meeting where they focused on issues regarding obesity, mental health, and emergency housing to name a few. She felt this was a valuable and useful community discussion to be involved in.
- **Heating Units**—McDonald's is working on fixing the compressors, as discussed last board meeting. While in the process of completing approved maintenance, it was discovered that a fire had occurred in the coolant area and some minor damage was sustained.
- **Cloth Awning/Shade Coverlet**—the shade awning has been put up for the season. However, it was discovered that the awning is in bad shape and will need to be replaced by next season. Tina Emerick will do some research later in the year to determine cost for replacement.
- **Annual Report Issues**—Tina Emerick updated the board on an issue that came up with the annual report that was submitted to the Indiana State Library and Indiana Historical Bureau. The situation has been corrected and a plan of action is being developed so that resolution can be achieved.
- **Parking Lot**—Extreme Construction was contacted for a full estimate and plan for completion of the parking lot paving and speed bump installation. Tina Emerick did receive the final bids for those jobs.
- **Job Updates**—Tina Emerick introduced Cara Ringle, Youth Services Manager, to the board. Ms. Ringle started her new position with the library today.
- **Monthly Library Events**—the library hosted two events during National Library Week in April. There was an Open House event on April 9, 2018, and a Family Trivia night.
- **National Library Workers Day**—Tina Emerick reported that she and her staff celebrated National Library Workers Day. She brought in doughnuts and flowers for all employees.

Old Business

- **Parking Lot**—final bids issued by Extreme Construction were reviewed and discussed. A motion was made by Frank Walker to accept the bids as presented and move forward with making the necessary repairs and improvements on the parking lot. Tom Herman seconded the motion. The motion carried.
- **Water Heater**—Tina Emerick requested that, with all of the other repairs and improvements being made right now, the board table the previous request for installing a water heater. This request was supported by the board.

New Business

1. **Deaccession Inventory**—permission to purge 2 old computers was requested. Valerie Carson motioned to approve request for deaccession of old inventory, Lily Bouwkamp seconded the motion. The motion carried.
2. **New Hire**—motion was made by Lily Bouwkamp to adopt the Director's recommendation for the hiring of the new Youth Services Manager. The motion was seconded by Jo Piatt. The motion carried.
3. **Director's Executive Recommendation/Workshop Request**—the Director requested approval to attend and be reimbursed for conference cost, mileage, and per diem for the new director budget workshop at Pendleton Public Library. Valerie Carson motioned to approval the request as submitted, Lily Bouwkamp seconded, and the motion carried
4. **Employee Manual Revisions/Corrections**—Tina Emerick presented various amendments and corrections to the employee manual, outlining them to the board during the meeting. Frank Walker made the motion to adopt the employee manual updates as presented. Lily Bouwkamp seconded, and the motion carried.
5. **Early Closing Request**—request was made to close early on July 27, 2018 at 12:00pm in order to give staff and volunteers the opportunity to set up for the scheduled Art Fair. Emily Thacker motioned to approve this request, Tom Herman seconded. The motion carried
6. **Director's Executive Recommendation/Kiwanis Membership Request**—Tina Emerick recommended that the board approve paying the fee for membership in the Kiwanis Organization in Monticello. She indicated that this would enhance the library's opportunity for networking with the community as a whole. Frank Walker motioned to approve this recommendation, Jo Piatt seconded. The motion carried.
7. **System Administrator's Recommendation/Computer Replacement Bid**—the Director shared the System Administrator's recommendation for the purchase of new computers at the cost of \$1,961.08. This cost covers replacement of four desktop processors, an upgrade to the operating system, and a protection plan for each unit. Motion was made by Lily Bouwkamp to approve the recommendation as submitted. The motion was seconded by Valerie Carson. The motion carried.
8. **Roofing Issues**—Tina Emerick indicated that she wanted to make the board aware of an issue regarding the roof of the library. She reported on several building issues that are directly related to the fact that a new roof is needed. This was an initial discussion for awareness purposes. She has reached out to Russell Construction to date, and an initial estimate of \$50,000 was given. However, Tina Emerick will do more research and get additional estimates that she will bring to later board meetings for further discussion and exploration.

President's Comments

Board President Art Morgan had no additional comments or concerns to address.

There being no other business before the board, President Art Morgan asked for a motion to adjourn. Valerie Carson moved to adjourn and Frank Walker seconded the motion. The motion carried and the meeting was adjourned at 8:19pm.

The next meeting will be Monday, June 11, 2018, at 6:30 in the Conference Room. The early start time is so the board can watch a required video.