

The Monticello-Union Township Public Library Board of Trustees will meet Monday, February 11, 2019 at 7 p.m. in regular session in the conference room.

## **February 2019 Board of Trustees Agenda**

<b>Call to Order</b>	<b>President Action</b>
<b>Approval of Agenda</b>	<b>President Action</b>
Approval of Minutes	<b>President Action</b>
<b>Business and Finance</b>	
January Claims	<b>President Action</b>
<b>Director's Report</b>	
<b>Old Business</b>	
Department of Transportation - sale	Discussion Action
<b>New Business</b>	
Executive Recommendation - purchase	Discussion Action
Executive Recommendation - Legislative	Discussion Action
Day at the Statehouse	
Sound system/STEM Presentation	Discussion
<b>President's Comments</b>	
<b>Comments from Staff/Public</b>	
<b>Adjournment</b>	

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

**The Monticello Union Township Public Library Board of Trustees met in regular session on Monday, January 14, 2019, at 700pm in the library conference room.** Board members present were: Art Morgan, Tom Herman, Frank Walker, Jo Piatt, and Valerie Carson. Tina Emerick, Director, Sharon Bail, bookkeeper, and Dennis Yankey, community member were also present.

**Board of Finance Meeting** – Finance meeting called to order by Art Morgan at 656pm, prior to regular session of board meeting. Investment information for 2018 was shared and discussed with board members. Jo Piatt moved to accept the investments report as presented, Tom Herman seconded the motion, the motion carried. The Finance Meeting was adjourned at 659pm.

**Approval of Agenda** – President Art Morgan called the regular session of the board meeting to order at 700pm, recommending that “comments from staff/public” be moved on the agenda to after “approval of minutes” to give our community member an opportunity to present at the beginning of the meeting. Additionally, Tina Emerick requested that the agenda be modified with two additional items added under “new business”. The agenda was accepted as amended as moved by Jo Piatt. The motion was seconded by Frank Walker, and the motion carried.

**Approval of Minutes** – Tom Herman moved to accept the December 28th, 2018, minutes as presented. Valerie Carson seconded the motion. The motion carried.

**Comments From Public** – Dennis Yankey attended the meeting indicating that he wished to clarify that his request for unlimited time in the study room and unlimited time for lap top use was only for when there is no request or need from any other patron. Additionally, Mr. Yankey requested that the board amend policy for immediate approval of his request. The board explained that policy would continue to be followed at this time, but that his request was logical and sensical, and the policy would be reviewed to determine if revision was needed. Mr. Yankey was advised that for the time being, policy would be followed as written and would not be amended immediately. However, Mr. Yankey was advised that policy was being reviewed as a whole and changes were being reviewed by the board for approval. He was invited to watch for the future postings of board meeting agendas so that he could easily attend future meetings where this issue (regarding policy revision as a whole) would be addressed.

**Business and Finance** – December 28, 2018 through January 10, 2019, claims were approved as presented as moved by Valerie Carson. Jo Piatt seconded the motion. The motion carried.

#### **Director’s Report**

- **Adult Services Highlight**—Candace Wells, Adult Services Manager, had 17 programs during the month of December. 229 people attended such programs as the Jane Austen Tea Party, Coffee and Coloring, and Meet the Author.
- **Circulation Services Highlight**—Scott Miller, Circulation Services Manager, reported that Hoopla circulation was up by 44% from November 2018 and up 74% from last December.

- **Youth Services Highlight**—Cara Ringle, Youth Services Manager, reported that 20 children's and teens programs were presented during the month of December, with 763 in attendance.
- **Building**—annual walk through of the building occurred at the last board meeting. The issues addressed during the walk through were reviewed. Tina Emerick also discussed the recent issue with the speed bumps being torn off by the snow removal crew. She will be exploring remedies to this situation and will keep the board apprised.
- **Meetings**—the board was updated on the monthly meetings attended by Tina Emerick, which included:
  - Management
  - Staffing
  - SOMA Board
  - Kiwanis
  - Chamber of Commerce
  - United Way (opioid crisis in our community)

### Old Business

- **Library Windows**—the window in the library with the broken seal can be easily fixed and arrangements are being made to complete that detail. However, regarding the need for additional windows or doors in offices, this would require the expertise of an engineer, carpenter, etc. This process and cost is complicated and likely extensive. Therefore, Tina Emerick will be doing some further exploration on this issue before presenting a final request to the board.

### New Business

1. **Election of Officers**— The Board determined that current officers will remain consistent for the next year, as moved by Tom Herman and seconded by Frank Walker. The motion carried.
2. **Board Self-Evaluation**—evaluations completed by board members were reviewed and discussed. Plans for improving involvement in educational opportunities as a way to stay current and up to date with library information were also discussed with the board.
3. **Personnel Action**—Tina Emerick requested the board's acceptance of Linda Cadogan's resignation request. The personnel action was approved as moved by Valerie Carson and seconded by Jo Piatt. The motion carried.
4. **White County Historical Museum**—the board was informed that the library was involved with the establishment of maintaining the current Historian at the library.
5. **INPRS update**—the board was informed that all steps to finalize the involvement of the teen librarian and youth services assistant in the INPRS program have been completed.
6. **INDOT**—Tina Emerick shared with the board that she has been contacted by INDOT and that they have made a request to purchase a section of property at the side entrance of the library directly across from the dental office. This request is being made so that the sidewalk in that area can be updated to meet ADA regulations. This was information being shared, no action is required at this time.
7. **Presidents Day(additional item #1)**—the board was asked to approve for the library to use Presidents Day as an inservice day and to approve that lunch be paid for in the

amount of \$40.00 total. The request for inservice and lunch was approved as presented as moved by Frank Walker and seconded by Tom Herman. The motion carried.

8. **Purchase Request (additional item #2)**—Tina Emerick requested that the board approve the purchase of 150 DVD cases at a cost of \$783.24. The request was approved as moved by Jo Piatt and seconded by Frank Walker. The motion carried.

#### **President's Comments**

There being no other business before the board, President Art Morgan asked for a motion to adjourn. Tom Herman moved to adjourn and Jo Piatt seconded the motion. The motion carried and the meeting was adjourned at 815pm.

The **next meeting** will be held on Monday, February 11, 2019 at 700pm in the library conference room.