

The Monticello-Union Township Public Library Board of Trustees will meet Monday, April 8, 2019 at 7 p.m. in regular session in the conference room.

## **April 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>	
March Claims	<b>President Action</b>
<b>Director's Report</b>	
<b>Old Business</b>	
Property Sale Update	Discussion
<b>New Business</b>	
Liberty Twp. Contract	Discussion Action
Personnel Recommendation - EG	Discussion Action
Personnel Recommendation - LG	Discussion Action
Executive Recommendation - canvas	Discussion Action
Executive Recommendation - video gaming	Discussion Action

**President's Comments**  
**Comments from Staff/Public**  
**Adjournment**

The next regular board meeting will be held on  
Monday, May 12, at 7pm in the Conference Room.

## **March 11, 2019, Minutes of MUTPL Board of Trustees Meeting**

The Monticello Union Township Board of Trustees met in regular session on Monday, March 11, 2019, at 7 p.m. in the library conference room. Attending were board members Art Morgan, Lily Bouwkamp, Jo Piatt, Frank Walker, and Emily Thacker, as well as Tina Emerick, director, and Sharon Bail, bookkeeper.

Approval of the Agenda – President Art Morgan called the meeting to order at 7:01 p.m. Director Tina Emerick announced a late addition to the agenda about the Westpoint Township contract under New Business. As moved by Emily Thacker and seconded by Lily Bouwkamp, the agenda was then approved as amended.

Approval of the Minutes – Lily Bouwkamp moved to approve the minutes of the February 11, 2019, meeting as amended with a spelling correction. Frank Walker seconded the motion which then carried.

Business and Finance – After reviewing the February claims and account updates, Frank Walker moved to approve them as submitted. Jo Piatt seconded this motion, which passed with no further discussion. Bookkeeper Sharon Bail presented documents showing the receipt of both the January and February bank drafts which board members then signed.

Director's Report – Tina Emerick highlighted the other staff reports before going over her own.

1. Adult Services Manager Candace Wells – Several well attended programs included Genealogy 101: The Brady Bunch (35 people); Dancing with Your Valentine (20); and Genealogy 101: Finding Your Roots (9). She continues to work on reorganizing the nonfiction and removing Dewey Decimal numbers.
2. Circulation Services Manager Scott Miller – Circulation in all areas was up from a year ago and new services are being well used. He is still looking for a good applicant to fill the evening clerk position.
3. Youth Services Manager Cara Ringle – Attendance of toddlers and preschoolers is increasing at storytimes. Lego League and Little Bits Club

continue to be very successful. Teen Librarian Amanda Bowles again cooked with teens (Valentine chocolates) amid other regular teen activities.

Director Tina Emerick's own report addressed several areas.

- Building:
  - a. Our insurance does not cover the destroyed speedbumps. We received no response to our letter from Musall's, but our insurance agent (Heiny) was able to contact theirs (Farm Bureau), and the process is moving forward to provide necessary paperwork and information to make our claim for compensation.
  - b. McDonald's found and fixed a leaking furnace pipe. Jimmy is also working on getting us a replacement for the unreliable handicap button in the inside foyer.
  - c. Lake Shore Glass replaced the window with the broken seal.
  - d. Scheurich's installed six (6) new toilet seats.
  - e. Recent high winds further damaged our American and Indiana flags. Replacements have been ordered.
- Meetings: Tina Emerick attended the usual staff, management, Chamber of Commerce, and Health Coalition meetings. She also attended an ILF virtual advocacy meeting which updated her on library concerns and events going on across the state.
- Management:
  - a. All continue to work on the policy manual, especially sections on disaster recovery for computers, internal controls, and clarification of policies on purchasing and denying services.
  - b. The next round of technology classes will include an e-book class with Libby/Overdrive and Hoopla as well as a Facebook class covering basics and beyond.

- To Do List Top Wish Priorities:
  - a. Purchase a new and possibly bigger water heater. (Our present system has been repaired for now.) The piping to get hot water to the staff lounge will cost around \$885.00
  - b. Obtain new, more affordable bids and approve work on the buckled sidewalk area with exposed piping. The library is still trying to get other quotes, the one quote came in at \$5,000.00
  - c. Add safety exits to offices of bookkeeper, youth services manager, and director. Begin by finding an architect or engineer to plan these changes. We are unsure of the cost for this at this time.
  - d. Add baby-changing tables to both public restrooms, this would be a cost of around \$500 each.
  - e. Because of our growing community needs the library will need to look again at a possible renovation and/or expansion at some future time. This would include more study rooms, a larger program room, children's program room and a makerspace area.
  - f. Many groups meet at the library and the sound system is outdated. From an earlier presentation it was discussed to update our sound system including mics, projector, screens and accessories the estimate came in just under \$10,000.
- Salary changes and related 2020 budget issues:
  - a. Include a 2% pay raise for staff.
  - b. Adjust bookkeeper pay to add .02/hr. and add a one time .23/hr. to cover assistance with the director on Human Resource (HR) issues.
  - c. Change the definition of "the first year of employment" to reflect month hired and thereby to better show actual time as an employee. EXAMPLE: If hired within the first five (5) months of the calendar year (January – May), employees will get credit (for years of service and vacation purposes) that first year equal to one year of service. Additional years qualify January – December of each year.

- ILF and BOSE handouts: Tina Emerick will attend Library Day at the Statehouse on March 12, 2019, to meet with legislators about library related bills (i.e. House Bill 1343) and concerns.

#### Old Business –

1. Department of Transportation – All paperwork has been submitted to them (DOT) for their purchase of a small section of our sidewalk area to upgrade it to meet ADA requirements. We await their payment of \$1,000.
2. Annual Report – It has been submitted to the state library, all standards are being met.

#### New Business –

1. Bookkeeper Sharon Bail informed the board that three (3) checks have been outstanding for two (2) years and therefore will now be canceled.
2. Frank Walker moved to approve funding Tina Emerick's request for travel/workshop expenses of \$165.96 to attend the EVERGREEN Annual Conference at Fort Benjamin Harrison Park in Indianapolis on March 29, 2019. Emily Thacker seconded the motion, which passed with no further discussion. The director plans to attend sessions on such topics as fine-free libraries, SRCS (dealing with interlibrary loans), and auto-renewals.
3. The trustees signed our MUTPL contract with Westpoint Township, which had just been received from their trustee.

President's Comments - President Art Morgan had no additional comments or concerns to address.

There being no further business to come before the board, Jo Piatt moved to adjourn, and Lily Bouwkamp seconded the motion, which passed unanimously. The meeting adjourned at 8:00 p.m.

Respectfully submitted, Emily Thacker, acting secretary