

The Monticello-Union Township Public Library Board of Trustees will meet Monday, June 10, 2019 at 7 p.m. in regular session in the conference room.

June 2019 Board of Trustees Agenda

Call to Order	President Action
Approval of Agenda	President Action
Approval of Minutes	President Action
Business and Finance	
May Claims	President Action
Director's Report	
Old Business	
Policy Manual	Discussion Action
New Business	
Executive Recommendation - purchase	Discussion Action
Executive Recommendation - Conf.	Discussion Action
Executive Recommendation - update Employee Manual	Discussion Action
President's Comments	
Comments from Staff/Public	
Adjournment	

The next regular board meeting will be held on
Wednesday, July 10, at 7pm in the Conference Room.
Please note: This is a change on date and day of board meeting.

The Monticello Union Township Public Library Board of Trustees met in regular session on Monday, May 13, 2019, at 700pm in the library conference room. Board members present were: Art Morgan, Tom Herman, Lily Bouwkamp, Jo Piatt, Emily Thacker, and Valerie Carson. Tina Emerick, Director and Sharon Bail, bookkeeper were also present.

Approval of Agenda – President Art Morgan called the regular session of the board meeting to order at 700pm. The agenda was accepted as presented as moved by Emily Thacker. The motion was seconded by Tom Herman, and the motion carried.

Approval of Minutes – Jo Piatt moved to accept the April 8, 2019, minutes with a date adjustment of the May meeting date. Lily Bouwkamp seconded the motion. The motion carried.

Business and Finance – April 5, 2019 through May 9, 2019, claims were approved as presented as moved by Valerie Carson. Tom Herman seconded the motion. The motion carried.

Director's Report

- **Adult Services Highlight**—Candace Wells, Adult Services Manager, had 20 library programs during April with 139 in attendance. Also during the month of April outreach services that are provided by the library reached a total of 65 patrons to 3 local nursing homes and the CDC, highlighting the importance of services that are taken out into the public
- **Circulation Services Highlight**—Scott Miller, Circulation Services Manager, reported that the use of electronic circulation services is up overall from last year at this time. Overdrive is up by 13% from last April, and Hoopla circulation is up by 40% from last April. Additionally, WiFi use was up by 3% and library computer use was up by 6%. These percentages highlight the increase in technology services that are provided to the public by the library.
- **Youth Services Highlight**—Cara Ringle, Youth Services Manager, reported that there were 37 library programs offered for children and teens with a total of 576 participants. Also during the month of April, outreach services that are provided by the youth services department served a total of 6 local daycares, the Boys and Girls Club, and two preschools, reaching over 150 children.
- **Building**—the board was updated on the fire inspections completed during April by Mulhaupt's. Everything passed the inspection, but the review did identify the need for duct smoke detectors.
- **Meetings**—the board was updated on the monthly meetings attended by the Director, which included:
 - Management
 - Staffing
 - Chamber of Commerce
 - Health Coalition
 - ILF management round table (online)
 - Monticello Redevelopment Commission

- **Finances**—Sharon Bail is working on the budget for the library for the Director’s initial review.
- **Manual Update**—management has been working on the policy manual, and an initial/rough draft was given to the board for their review. The board will need to review the manual prior to the next board meeting so that a vote on content may be taken in June.
- **Repairs in Early May**—the Director updated the board on some needed repairs. There is a leaking stool in the men’s restroom, graffiti on an outside pillar, and a new water heater is needed in the Children’s Department. These issues need to be addressed in this month.

Old Business

- **HB 1343**—Tina Emerick updated the board on House Bill 1343. The Bill has passed, but the specifics of how it will directly impact the library are unknown. The Director will keep the board updated on any information that she receives.
- **SB 064**—the Director advised that this Bill, which is regarding back ground checks for volunteers, did not pass as written and will not currently result in any changes for the library.

New Business

1. **Monticello Redevelopment Commission Meeting**—Tina Emerick and MUTPL Board President, Art Morgan, attended the Commission Meeting. The meeting was in regards to the TIF district. The State is requiring yearly meetings for overlapping TIF agencies in order for issues and explanations to be discussed.
2. **Staff Association Event**—the Director advised the board that the staff association event will be held on May 31, 2019 at 6pm.
3. **Executive Director Recommendation**—Tina Emerick requested funding from the general gift fund and from the money received from INDOT for the purchase of the corner property in the amount of \$2273 for duct smoke detectors in the attic. Motion for request approval was made by Tom Herman. Emily Thacker seconded and the motion carried.

President’s Comments

President Art Morgan inquired about the invitations that were received by board members at the beginning of the board meeting. The director explained that these were invitations to the State of the Library Event planned for June 7, 2019 at 600pm. During this event, highlights of the library’s accomplishments in 2018 and their goals for 2019 and beyond will be discussed. Active community partners will all be receiving special invitations.

There being no other business before the board, President Art Morgan asked for a motion to adjourn. Tom Herman moved to adjourn and Emily Thacker seconded the motion. The motion carried and the meeting was adjourned at 749pm.

The **next meeting** will be held on Monday, June 10, 2019 at 700pm in the library conference room.