

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

Please note: This is a change in the day and date for the board meeting.

July 2019 Board of Trustees Agenda

Call to Order	President Action
Approval of Agenda	President Action
Approval of Minutes	President Action
Business and Finance	
June Claims	President Action
Director's Report	
Old Business	
Policy Manual - cont. edit	Discussion Action
New Business	
Budget	Discussion Action
Budget Calendar	Discussion Action
Salary Ordinance - 2020	Discussion Action
Executive Recommendation - AVC backup	Discussion Action
Executive Recommendation - Conference requests	Discussion Action
Executive Recommendation - Employee Manual edit - family leave	Discussion Action
Annual Report - response from state	Discussion
President's Comments	
Comments from Staff/Public	
Adjournment	

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

The Monticello Union Township Public Library Board of Trustees met in regular session on Monday, June 10, 2019, at 700pm in the library conference room. Board members present were: Jo Piatt, Emily Thacker, Frank Walker, and Valerie Carson. Tina Emerick, Director and Sharon Bail, bookkeeper were also present.

Approval of Agenda – Secretary Valerie Carson called the regular session of the board meeting to order at 700pm in lieu of Art Morgan, President and Tom Herman, Vice President, who were both absent. The agenda was accepted as presented as moved by Frank Walker. The motion was seconded by Jo Piatt and the motion carried.

Approval of Minutes – The minutes were corrected under “Director’s Report” to indicate that the water heater in need of repair is in the processing area closet, instead of the Children’s Department as indicated. Jo Piatt made a motion to accept the corrected May minutes. Emily Thacker seconded the motion. The motion carried.

Business and Finance – May 10, 2019 through June 6, 2019, claims were approved as presented as moved by Jo Piatt. Frank Walker seconded the motion. The motion carried.

Director’s Report

- **Summer Reading**—466 adults, teens, and children have signed up for summer reading to date.
- **Staff Educational Achievements**—Candace Wells received her Bachelor’s Degree and will be starting her Master’s Program in Library Science at IUPUI online. All other licensed staff continue to work regularly to attend conferences and complete online trainings to earn the LEU’s for state certification purposes.
- **Technology Update**—Scotty Miller continues to work at updating computers. Additionally, he continues to explore upgrade options on the library computer programs/software.
- **State of the Library Event**—this event was held on June 7, 2019. Approximately 20 attendees were updated on the current affairs and future goals of MUTPL.
- **Building Affairs**—the new speed bumps have been installed, the library garden was started, and some landscaping has been done by local volunteers. Additionally, the new overhang canvas has been purchased and installed for the patio, and chairs in the library are slowly being replaced.
- **Meetings**—the board was updated on the monthly meetings attended by the Director, which included:
 - Management
 - Staffing
 - Chamber of Commerce
 - Health Coalition
 - Farmer’s Market/POP club
 - SOMA
 - Wraparound WMPG - health program for parents and children

Old Business

- **Policy Manual**—the board reviewed the first half of the rough draft of the updated policy manual. Questions regarding clarification on some matters were explored and suggestions for change were made by board members. The second half of the manual will be reviewed at the next board meeting.

New Business

1. **Executive Director Recommendation**—Tina Emerick requested funding from the general gift fund, interest from endowment and money received from INDOT in the amount of \$1425.00 for a new water heater. Motion for approval of the request was made by Emily Thacker. Frank Walker seconded and the motion carried.
2. **Executive Director Recommendation**—the Director, who is the treasurer for SOMA, requested funding from the travel fund in the amount of \$113.32 for attendance at a regional conference for SOMA/OCRA. Motion for approval of the request was made by Frank Walker. Emily Thacker seconded and the motion carried.
3. **Executive Director Recommendation**—Tina Emerick presented to the board several proposed changes to the Employee Manual. The motion to approve the changes as presented was made by Jo Piatt. Emily Thacker seconded the motion and the motion carried.

President's Comments

There being no other business before the board, Secretary Valerie Carson asked for a motion to adjourn. Emily Thacker moved to adjourn and Frank Walker seconded the motion. The motion carried and the meeting was adjourned at 824pm.

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