

The Monticello-Union Township Public Library Board of Trustees will meet Monday, August 12, 2019 at 6:30 p.m. in regular session in the conference room.

Please note: This is a change in the starting time for the meeting.

August 2019 Board of Trustees Agenda

Call to Order	President Action
Approval of Agenda	President Action
Approval of Minutes	President Action
Business and Finance	
July Claims	President Action
Director's Report	
Old Business	
Policy Manual - cont. edit	Discussion Action
New Business	
Budget Advertising	Discussion Action
Honey Creek Contract	Discussion Action
LSTA Resolution	Discussion Action
In-Service Date Recommendation	Discussion Action
President's Comments	
Comments from Staff/Public	
Adjournment	

The next regular board meeting will be held on
Monday, September 9, at 7pm in the Conference Room.

Note: There will be a public hearing for the 2020 budget at 6:45 pm prior to the regularly
scheduled meeting.

The Monticello Union Township Public Library Board of Trustees met in regular session on Wednesday, July 10, 2019, at 7:00 pm in the library conference room. Board members present were: Art Morgan, Jo Piatt, Emily Thacker, Frank Walker, Tom Herman, 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 Frank Walker, and the motion carried.

Approval of Minutes – Wording was corrected in the June minutes under “Approval of Agenda” section. Frank Walker made a motion to accept the corrected June minutes. Jo Piatt seconded the motion. The motion carried.

Business and Finance – June 7, 2019 through July 8, 2019, claims were approved as presented as moved by Emily Thacker. Tom Herman seconded the motion. The motion carried.

Director’s Report

- **Summer Reading**—final count for summer reading was 541 adults, teens, and children.
- **Technology Update**—Scotty Miller continues to work at updating computers. Additionally, during the month of June he proctored five exams, honored several request for notary services, and he has been working on virtual reality equipment that was purchased for the teens.
- **Adult Services**—Candace Wells hosted the yearly summer concert which featured the Time Travelers. 100 people were in attendance. Adult programming for June included 20 programs with a total of 280 in attendance.
- **Youth Services**—Cara Ringle and her department hosted 29 programs in June, with 865 participants. Their two main events included POP club and Roz Puppets.
- **Building Affairs**—Tina Emerick updated the board on several building issues including replacement of the handicapped button, addition of a changing table, testing of the fire extinguishers, and the upcoming installment of the duct smoke detectors.
- **Legislative Update**—the Director updated the board on HB 1343 and the upcoming requirement for an assets inventory list that will start in 2020.
- **Meetings**—the board was updated on the monthly meetings attended by the Director, which included:
 - Management
 - Staffing
 - Chamber of Commerce
 - Health Coalition
 - Women Giving Together
 - SOMA
 - IL Management Division

Old Business

- **Policy Manual**—the board will table review of the policy manual for this month due to time constraints.

New Business

1. **Salary Ordinance**—the 2020 Salary Ordinance was approved as presented as moved by Tom Herman. Frank Walker seconded the motion and the motion carried.
2. **Budget and Budget Calendar for 2020**—the board was presented with the 2020 budget and budget calendar for review.
3. **Executive Director Recommendation**—Tina Emerick requested approval for the purchase of AVC Technology service for cloud backup at the cost of \$40 per month. Motion for approval of the request was made by Frank Walker. Tom Herman seconded and the motion carried.
4. **Executive Director Recommendation Summary**—the Director requested approval to cover the fall conference costs from the travel/workshop funds for herself, three managers, the teen librarian and the youth services assistant. Motion for approval of the request was made by Frank Walker. Tom Herman seconded and the motion carried.
5. **Executive Director Recommendation**—Tina Emerick requested approval from the board to edit wording in the Employee Manual. This edit involved removal of the FMLA wording and accept the terminology of the Family Leave Section of the manual as stated. Motion for approval of the request was made by Emily Thacker. Jo Piatt seconded and the motion carried.
6. **Annual Report**—the Director shared a letter from the State of Indiana with the board. The letter highlighted the fact that MUTPL was found in compliance with the Public Library Standards for 2018.
7. **Policy Manual Editing**—motion was made by Jo Piatt, seconded by Tom Herman to set the start time of 6:30 pm for the August 12, 2019 board meeting so that continuing editing of the manual can take place. The motion carried.

President's Comments

There being no other business before the board, President Art Morgan asked for a motion to adjourn. Jo Piatt moved to adjourn and Emily Thacker seconded the motion. The motion carried and the meeting was adjourned at 8:00 pm.

The **next meeting** will be held on Monday, August 12, 2019 at 7:00 pm in the library conference room, with the board meeting at 6:30 pm to continue with editing of the policy manual.