

The Monticello Union Township Public Library Board of Trustees met in the Library Conference Room on December 29, 2015, in regular session. Board members present were: Art Morgan, Tom Herman, Frank Walker, Joe Weiss, Emily Thacker, and Kathy Henney.

Approval of Agenda - President Art Morgan called the meeting to order. Monica asked to add under New Business, Transfer Funds Between Major Categories. Kathy moved to accept the amended agenda and Frank seconded it. The motion carried.

Approval of Minutes - The December 14 minutes were approved as presented as moved by Kathy and seconded by Joe. The motion carried.

Business and Finance –December claims were approved as presented as moved Kathy and seconded by Joe. Monica noted that all bills for 2015 have been paid and a balance of \$37,696.38 is remaining in the Operating Fund. 93.06% of the appropriated funds were spent during 2015.

New Business

1. **Holiday Closures for 2016** – After discussion, Kathy moved to accept the presented Holiday schedule with the exception of continuing to close at 5 pm on Thanksgiving Eve. One of the closures, MLK Day, Columbus Day or Veteran’s Day, will be a staff training day. Frank seconded the motion and the motion carried. See attachment.
2. **Personnel Action** – Monica presented a resignation from Ashlee Kirby, full-time Youth Services Manager. She recommended hiring Sandy Wagner as interim Youth Services Manager. She also recommended hiring Sandy Hartle as part-time Youth Services Clerk and Wade Zetterberg as part-time Youth Services Evening Clerk. Emily moved to accept these personnel actions and Tom seconded the motion. Motion carried.
3. **Board Contact List** was accepted as presented.
4. **Surplus List** – Monica recommended giving eight tables, which have been replaced with new tables, and one wall clock, which does not work properly, to the Friends of the Library to use or dispose of as they see fit. Kathy moved to accept this recommendation and Frank seconded. Motion carried 4 to 1.
5. **Resolutions**
 - a. To pay bills with prior approval – as moved by Frank and seconded by Tom. Motion carried.
 - b. Transfer funds within the Library Operating Fund – as moved by Joe and seconded by Kathy. Motion carried.
 - c. Transfer funds from the Operating Fund to the Rainy Day Fund in the amount of \$2,000 - as moved by Joe and seconded by Emily. Motion carried.
 - d. Transfer funds from the Operating Fund to the Library Improvement Reserve Fund (LIRF) in the amount of \$10,000 – as moved by Joe and seconded by Frank. Motion carried.
 - e. Transfer funds between major categories within the Library Operating Fund to balance existing appropriations for year end -as moved by Joe and seconded by Frank. Motion carried.
 - f. Since \$37,000+ is remaining within the Operating Fund after all bills have been paid for the Fiscal Year 2015, Monica recommended moving an additional \$5,000 to Rainy Day and \$5,000 to LIRF. This still leaves over \$27,000 in cash to cover any shortages for next year. Joe moved to accept this addition and Kathy seconded it. The motion carried.

Sharon will look into interest earned by Rainy Day and LIRF funds. Joe will assist her in deciding if the library has any idle money that can draw interest.

Announcements

- **2016 Marketing Plan** was distributed by Monica.
- **Aspirations Conversation** – Board members discussed aspirations or goals for our community.

There being no other business before the board, President Art Morgan asked for a motion to adjourn. The meeting was adjourned at 11:35 a.m.