

The Monticello Union Township Public Library Board of Trustees met in regular session on Monday, September 12, 2016, at 7:00 p.m. in the library program room. Board members present were: Art Morgan, Tom Herman, Frank Walker, Valerie Carson, Emily Thacker, Lilly Bouwkamp, and Kathy Henney.

Approval of Agenda - President Art Morgan called the meeting to order. He asked to adjust the agenda to allow for the Hoopla Proposal to be presented first. This would allow Tina Emerick, full-time Youth Services Manager, and April Daugherty, full-time Teen Librarian, to be present for the proposal and then leave if desired.

Approval of Minutes – Valerie moved to accept the August minutes as presented and Tom seconded the motion. Motion carried.

Hoopla Proposal – In order to expand streaming services for patrons, Monica recommended investing in Hoopla to provide patrons with digital access to new featured films and music. A deposit of \$1000 will allow a Library Portal devoted to enabling access to music, audiobooks, and feature films. Patrons will use their devices to watch and listen to media wherever they have a wifi connection. When the \$1000 is used up, similar to a debit card, the decision can be made whether to renew this service. Frank moved to accept this proposal and Kathy seconded it. The motion carried.

Business and Finance – August claims were approved as presented as moved by Tom and seconded by Valerie. The motion carried.

Director's Report

- **Budget and Finance** – Monica anticipates a \$20,000 shortfall for the 2017 budget. She recommends rolling any unexpended cash at year end into our 2017 operating budget to make up for this shortfall. She has been in consultation with our DLGF rep. She reminded us that \$45,000 was recently given to libraries for their Rainy Day Fund.
- **Publicity and Outreach.** Two Little Free Libraries, in partnership with Rotary, have been installed at the White County Council on Aging and at CDC. Four more are to be installed throughout the county. A new series of concerts by the Adult Services Department has started at Constitution Plaza on Saturdays.
- **Professional Development** – The tech competency exam is to be given to frontline staff in September. Tina Emerick and Amanda Bowles attended this year's CYPD annual conference. Monica was appointed to the Indiana Library Federation's Legislative Committee by the IPLA board.

Expansion Report – Monica, Valerie, and Frank

Letters have been sent to Township Board Members and Trustees have been contacted about the plans to offer library expanded services to Lincoln and Liberty Townships. A brochure is in the planning stages to explain the process. The next steps are to request permission from the County Council, advertise for 10 days, host public meetings in late October, and gather signatures of registered voters in favor of expansion at voting centers on November 8.

Old Business

1. **OMS Feasibility Study** – In consultation with Ice Miller and Umbaugh The board expressed the desire to keep costs under \$2million.
2. **Marilyn Moss Donation** – President, Art Morgan will act as liaison between Marilyn Moss and the board to find an appropriate home for the 1976 Olympic Torch she has donated. Temporarily it will be housed in a lighted display case the library currently owns. Later, it will be displayed

within the new gallery area of the renovated library space. Tom Herman offered to donate wood for this purpose.

New Business

1. **Public Hearing FY 2017** - was held at this time. No members of the public were present.
2. **Personnel Action** – Monica recommended the following:
 - a. Edith Montoya, part-time clerk has resigned
 - b. April Daugherty, full-time Teen Librarian – to be hired
 - c. Tina Emerick, full-time Youth Services Manager – for permanent status
 - d. Valerie Fuentes, part-time Circulation Services Clerk – for permanent status

Frank moved to accept these personnel recommendations and Emily seconded the motion. The motion carried.

3. **Surplus List** – A leaf blower, a red cone exerciser and 2 duck walkers will be donated to The Friends of the Library to do with as they see fit. Tom moved to accept the recommendation and Lilly seconded it. The motion carried.
4. **Dude Solutions Proposal** – Monica recommended investing \$1325 in a web-based software system to keep track of building maintenance with Dude Solutions, Inc. The annual renewal amount from January 1, 2017 – December 31, 2017 would be \$1,620, according to their quote. No motion was made to act upon this recommendation.
5. **Broadway Art Show/Art & Ale Craft Biergarten** – Sharon presented the income and expenses from the most recent Art Show and Biergarten. The Art Show earned \$4,153.37 for our Building and Grounds Endowment Fund. This included a \$500 donation from the White County Tourism Board and \$748 in other donations. The Bier Garten showed a loss of \$58.33. The board discussed reevaluating the Art Show in the future, as it takes much library personnel time and has made less money in recent years. Valerie moved to suspend the Art Show or Biergarten in 2017 and Tom seconded it. The motion carried.
6. **Petty Cash Resolution** – As part of the new Uniform Internal Control Standards for Indiana Public Subdivisions from the State Board of Accounts, a resolution to establish petty cash is necessary. Petty cash of \$100 will be established with Sharon as the custodian. Frank moved to accept the resolution and Lilly seconded it. The motion carried.
7. **Transfer Gift Funds to Fish Fund (non-operating funds)** –Due to contamination and killing off of all of our fish, the fish tank and fish needed to be replaced at a cost of \$400. Since the Fish Fund did not have that much, Monica recommend transferring the \$400 from the Gift Fund. Emily moved to accept the recommendation and Valerie seconded the motion. Motion carried.

There being no other business before the board, President Art Morgan asked for a motion to adjourn. Frank moved to adjourn and Valerie seconded the motion. Motion carried and the meeting was adjourned at 8:40 p.m.

