

The Monticello Union Township Public Library Board of Trustees met for a Board of Finance Meeting on Monday, January 9, 2017, at 6:30 p.m. Board members present were: Art Morgan, Frank Walker, Lily Bouwkamp, Emily Thacker, and Valerie Carson. Kathy Henney and Tom Herman were absent. The purpose of this meeting was to elect officers for 2017, review investment policies, and any investments. Lily moved that the following slate of officers be approved: Art Morgan, President; Tom Herman, Vice President; Sharon Bail, Treasurer; and Kathy Henney, secretary and Emily seconded the motion. The motion carried. The director provided endowment reports for the three funds invested in the White County Community Foundation:

Children's Gift Fund: \$131,929.59 as of 12/31/2015

Building & Grounds Fund: \$124,883.99 “ ”

Adult Services: \$20, 512.47 “ ”

The amounts for disbursement that we will receive from these funds are:

Building & Grounds- \$3605

Adult Services- \$500

Children's Services- \$8306

The board also reviewed the library's investment policy but made no changes.

Lily moved to adjourn the Board of Finance meeting and Valerie seconded it.

The Monticello Union Township Public Library Board of Trustees met in the Library Conference Room on January 9, 2017, in regular session. Board members present were: Art Morgan, Frank Walker, Lily Bouwkamp, Emily Thacker, Valerie Carson, and Tom Herman. Kathy Henney was absent.

Approval of Agenda - President Art Morgan called the meeting to order. He asked to amend the agenda to allow for a refund for the Murder Mystery Dinner Theater and a Resolution for Cancellation of Old Outstanding Checks. Frank made a motion to approve the amended agenda and Emily seconded. Motion carried.

Approval of Minutes - The December 29 minutes were approved as presented as moved by Emily and seconded by Val. The motion carried.

Business and Finance –December claims were approved as presented as moved by Tom and seconded by Emily.

Director's Report – Live bed bugs were found at the library. The library was inspected and treated for the bed bugs. A bug zapper was purchased to cook library materials if they are infected. Performance reviews were completed for 2016. Moving forward, the library management team will lead more informal assessments and do so more frequently. The 9th annual Murder Mystery Dinner Theater faced some challenges in 2016. Ticket sales were slow and at this point, the Adult Services Department does not know if the play was a fundraiser yet. The library was not able to collect 20% of residents from either Lincoln or Liberty townships to expand library services to those unserved areas.

New Business

- 1. Resolution for Cancellation of Old Outstanding Checks:** The board needs to approve a resolution to cancel checks that have not been cashed for two years. Val moved to approved this purchase and Lily seconded the motion. Motion carried.

2. **Classification of Employees** – Monica presented a list of employee classifications that match our current MUTPL staff. They are: 1) Director, 2) Adult Services Librarian, 3) Youth Services Librarian, 4) Circulation Services Librarian, 5) Teen Librarian, 6) Circulation Clerk, 7) Bookkeeper, 8) Cataloging Clerk, 9) Processing Clerk, 10) Youth Services Assistant, 11) Youth Services Clerk, 12) Custodian, 13) Programming & Publicity Aide. Many of these positions require Librarian Certifications of LC 2, 5 or 6. Lily moved to accept these classifications and Val seconded the motion. Motion carried.
3. **Hastings Public Library, MI Sister Partnership** – Monica partnering with the Hastings Public Library in Michigan to network and learn from each other. Val moved and Frank seconded the motion. Motion carried.
4. **Murder Mystery Dinner Theater Refund** – Two patrons were unable to change dates after a performance was cancelled due to slow ticket sales. A refund of \$30 was requested by the patrons. Valerie moved to accept the refund and Lily seconded it. Motion carried.

President's Comments- President Art Morgan reported that the phones that the library deaccessioned will net a nice profit when Friends sell them through eBay.

There being no other business before the board, President Art Morgan asked for a motion to adjourn. Emily moved to adjourn and Lily seconded the motion. The meeting was adjourned at 7:37 p.m.