

The Monticello Union Township Public Library Board of Trustees met in end of year Board of Finance meeting at 3:00pm in the library conference room on Friday, December 29, 2017. Board members present were: Art Morgan, Emily Thacker, Frank Walker, Tom Herman and Valerie Carson. Absent were Lily Bouwkamp, and Kathy Henney.

Approval of Agenda – President Art Morgan called the meeting to order at 3:03pm. Emily Thacker moved to approve the agenda and Tom Herman seconded the motion. The motion carried.

Approval of Minutes – Frank Walker moved to accept the December minutes as presented. Valerie Carson seconded the motion. The motion carried.

Business and Finance – December claims to date were approved as presented as moved by Frank Walker. Tom Herman seconded the motion. The motion carried. Remaining end-of-year claims will be reviewed and finalized in the January meeting.

Director's Report/Old Business:

- **Long-range Goals** – Tina reported that department goals are being finalized by department heads and will be discussed at the January meeting.
- **Technology Plan** – Tina reported that the technology plan is being discussed and explored and will be due at the end of next year.
- **Safe Place** – Tina reported that the Safe Place meeting occurred and having the library participate in this program is still being explored. However, the fact that locally there is no living place for an individual in need of a Safe Place is causing a delay in active participation in the program.
- **Job Updates/Interviews** – Tina reported that she will begin focusing on filling part-time positions in the next few weeks, as the manager interviews she conducted did not result in any potential candidates for full time employees.

New Business

1. **Transferring Funds with Operating** – The board resolved to transfer outstanding funds with operating funds in order to zero out outstanding accounts. The resolution was motioned by Emily Thacker and seconded by Frank Walker. The motion carried.
2. **Transferring between Major Categories** – The board resolved to transfer funds within the Library Operating Fund in order for all accounts to be balanced out. Frank Walker motioned the resolution, Tom Herman seconded. The motion carried.
3. **Building Walk Through**–The board conducted a facility walk through in order to develop a better understanding of issues and problems that need to be addressed in the upcoming year. The main issues that the board will work on addressing in 2018 include but are not limited to:
 - a. Updating furniture—current chairs are falling apart and need to be made of non-cloth materials
 - b. Exploring the costs of adding “working” windows to the bookkeeper’s office, director’s office, and children’s offices

c. HVAC units—several issues were presented regarding heating and cooling, all of which need to be addressed

There being no other business before the board, President Art Morgan asked for a motion to adjourn. Valerie Carson moved to adjourn and Emily Thacker seconded the motion. The motion carried and the meeting was adjourned at 4:17pm.

The next meeting will be Monday, January 8, 2018 at 7:00pm in the Conference Room.