

The Monticello Union Township Public Library Board of Trustees met in regular session on Monday, January 8, 2018 at 7:00pm in the library conference room. Board members present were: Art Morgan, Frank Walker, Valerie Carson, and Tom Herman.

Approval of Agenda – President Art Morgan called the meeting to order at 7:01pm. Tom Herman moved to approve the agenda and Frank Walker seconded the motion. The motion carried.

Approval of Minutes – Valerie Carson moved to accept the December 29, 2017 minutes as presented. Tom Herman seconded the motion. The motion carried.

Business and Finance – End of December claims were approved as presented as moved by Tom Herman. Frank Walker seconded the motion. The motion carried.

Director's Report

- **Safe Place** – Tina Emerick reported that Robin Donaldson will be speaking at the January 9th Social Services meeting to further discuss safe place programming with the community. Tina indicated that the one “bump in the road” to providing Safe Place programming may be the lack of short-term emergency care/housing in the community.
- **Job Updates**– Tina Emerick reported that Tammy Criminger was being recommended for a full time position as the Youth Services Assistant. Her resume was shared with the board for their review. At this time, Tina will be focusing on hiring two part time positions, one for Youth Services, and the other for Marketing.
- **Angel Tree** – Tina Emerick reported that 17 Angel Tree cards were distributed by the library. A thank you card was received from the United Way/Salvation Army for the library's participation in that program this year. The card was shared with the board.
- **MOU/Contracts** – Tina Emerick has requested MOU's for all services rendered for snow removal, mowing/landscaping, window cleaning, and HVAC checks. To date, she has not received anything back from the companies she contacted.
- **Hoopla Merge**– Tina Emerick reported that Hoopla has merged with Midwest Tape, and there is a new representative for the library to contact if any issues arise.

New Business

1. **Election of New Officers** – Frank Walker moved to accept the slate of officers as recommended. Tom Herman seconded the motion. The motion carried as follows:
 - a. **Art Morgan—President**
 - b. **Tom Herman—Vice President**
 - c. **Valerie Carson—Secretary**
 - d. **Sharon Bail—Treasurer**
2. **Youth Services Assistant Proposal** – Recommendation was made by Tina Emerick for Tammy Criminger to be permanently promoted to Youth Services Assistant. Frank Walker moved to accept this recommendation. Tom Herman seconded. Motion carried.

- 3. City Map Advertisement Proposal** – Tina Emerick recommended that the library participate in a city map advertisement opportunity through the Chamber at a cost of \$465.00. Maps will be distributed at different locations throughout the city. The library will be given copies to distribute. Frank Walker moved to participate in this opportunity. Tom Herman seconded. The motion carried.

President's Comments

- Art Morgan shared a thank you card received from Tina Emerick thanking the board for allowing the library to open up an hour later on the date of their Holiday Party.

Comments from Staff/Board Members

- Frank Walker will be on vacation during the February board meeting and will not be in attendance.

There being no other business before the board, President Art Morgan asked for a motion to adjourn. Frank Walker moved to adjourn and Valerie Carson seconded the motion. The motion carried and the meeting was adjourned at 7:27pm.

The next meeting will be Monday, February 12, 2018 at 7:00pm in the Conference Room.