

The Monticello Union Township Public Library Board of Trustees met in regular session on Monday, April 9, 2018, at 7:00pm in the library conference room. Board members present were: Art Morgan, Lily Bouwkamp, Valerie Carson, Tom Herman, Frank Walker, Jo Piatt, and Emily Thacker. Tina Emerick, Director, and Sharon Bail, bookkeeper, were also present.

Approval of Agenda – President Art Morgan called the meeting to order at 6:58pm. The agenda was amended to include discussion and approval on deaccession and purchases of materials. Lily Bouwkamp moved to approve the agenda with the amendment and Tom Herman seconded the motion. The motion carried.

Approval of Minutes – Emily Thacker moved to accept the March 12, 2018, minutes as presented. Frank Walker seconded the motion. The motion carried.

Business and Finance – March 8, 2018, through April 5, 2018, claims were approved as presented as moved by Frank Walker. Valerie Carson seconded the motion. The motion carried.

Director's Report

- **In-Service**—Tina Emerick gave a brief report on the February in-service hosted at the library for staff members. The focus of this year's in-service was customer service, AED training, fire extinguisher training, and active shooter response.
- **Staff Association**—sub-committees used to exist within the library that focused on staff morale. Tina Emerick reported that she has developed a new staff association that will focus on staff cohesion/team-building.
- **Bylaws**—Tina Emerick reported that the bylaws approved by the board at the last meeting have been sent to the state for review.
- **Heating Units**—both McDonald's and Scheurich's sent in proposals for compressor repairs. Tina Emerick requested that both business attend this evening's meeting to report on their recommendations. Jimmy McDonald will be in attendance to report on his findings during tonight's meeting.
- **Job Updates**—Tina Emerick reported that she is having some issues with candidates following through with job interviews. However, she did extend an offer for employment to a new Youth Services manager, Cara Ringle. The position has been offered, and final resolution will be shared at next month's meeting.
- **MCLS World Care/Leadership Academy**—information was shared on Tina Emerick's experience hosting a table for the Midwest Collaborative Library Services event and her experience speaking to the local Leadership Academy.
- **Electrical**—Tina Emerick reported that the faulty outlet in the children's area, which was sparking and would not work, had been replaced during this month.
- **Mold Concerns**--some staff had expressed concerns with the buildings being host to mold. However, the Indiana Health Department and White County Health Department were both brought in during March to check for any issues. Humidity in the building was reported as "good", and there were no signs of mold in the building.

- **Water Temperature Problem**—continued issues with water temperature problems (too hot in the children’s area, too cold in the staff lounge) were evaluated by Scheurich’s. The water heater pump was shut off in the children’s department for the summer, but nothing could be done to correct the issue in the staff lounge.
- **Back Door**—due to safety issues, the back door to the library will be locked at all times, and a doorbell has been installed for delivery services.

Old Business

- **Website**—the library’s updated website has been completed. Board members were encouraged to log onto the page and review it.
- **Speed Bumps**—the topic of adding speed bumps to the parking lot was revisited. The Street Department had previously offered the library 4 speed bumps that would need to be installed. Tina Emerick also received a bid from Extreme Construction in the amount of \$1,480.00 for permanent speed bumps. Extreme Construction could also re-pave and re-line the entire parking lot. Tina Emerick requested that board members contemplate what option would be most appropriate for the library so that the issue can come to resolution at the next board meeting.

New Business

1. **Compressor Bids**—Jimmy McDonald was present for discussion on compressor issues. He outlined the presented proposal/estimate (no.880). He also presented the two proposals/estimates on a complete heat pump replacement (nos. 881 and 882). Recommendation was made by Jimmy McDonald to go with option number 880 at this time. Frank Walker made a motion to accept the bid number 880 proposed by McDonald Mechanical. The motion was seconded by Lily Bouwkamp. The motion carried.
2. **Liberty Township and West Point Township Contracts**—motion was made by Jo Piatt to approve both contracts as presented, seconded by Emily Thacker. The motion carried.
3. **Personnel Action**—motion was made by Valerie Carson to adopt the Director’s recommendation for proposed personnel actions, making Amanda Bowles and Candace Wells both permanent status. Motion was seconded by Lily Bouwkamp. The motion carried.
4. **Purchases/Deaccession**—Tina Emerick requested that the board approve the purchase of 12 children’s chairs and allow for the deaccession of the old children’s chairs. Motion for approval was made by Frank Walker, seconded by Emily Thacker. The motion carried.

President’s Comments

Board President Art Morgan had no additional comments or concerns to address.

There being no other business before the board, President Art Morgan asked for a motion to adjourn. Valerie Carson moved to adjourn and Frank Walker seconded the motion. The motion carried and the meeting was adjourned at 8:08pm.

The next meeting will be Monday, May 14, 2018, at 7:00pm in the Conference Room.