

**The Monticello Union Township Public Library Board of Trustees met in regular session on Monday, June 11, 2018, at 6:30pm 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 6:30pm. Frank Walker moved to approve the agenda as presented. Tom Herman seconded the motion. The motion carried.

**Consent Agenda**—board members viewed a half hour video over internal controls as required yearly by the state.

**Approval of Minutes** – Frank Walker moved to accept the May 14, 2018, minutes as presented. Lily Bouwkamp seconded the motion. The motion carried.

**Business and Finance** – May 11, 2018 through June 7, 2018, claims were approved as presented as moved by Jo Piatt. Valerie Carson seconded the motion. The motion carried.

#### **Director’s Report**

- **Heating Units**—McDonald’s completed service as previously discussed in past meetings. A new compressor was put in, Freon was added, and overall spring maintenance was completed.
- **Windows**—Fresh Look completed spring cleaning of all library windows.
- **Job Updates**—the library is only 10 hours short of being fully staffed. Tina Ward and Debra Newlin were both given additional hours to cover for part of the open part-time Youth Services position. This position will be advertised for fulfillment in the fall.
- **Transition of “hats”**—Tina Emerick has been working with Cara Ringle to get her acclimated to her new role as Youth Services Manager. This has allowed Tina Emerick to begin moving away from covering some of those jobs duties for the first time since her transition to her current position of Director at MUTPL.
- **Community Events**—Tina Emerick participated in the following events over the last month:
  - Storytelling at Altherr Park—partnered with the parks department and SOMA
  - Community Foundation’s annual celebration—where the library was recognized for its endowment funds
- **Meetings**—Tina Emerick participate in the following meetings over the last month, giving the board a brief overview of each:
  - Management
  - Staffing
  - SOMA
  - Health Coalition
  - POP Club
  - Midwest Collaborative Library Services Innovators

- Chamber of Commerce
- **Budget Workshop**—Tina Emerick gave a brief overview of the previously approved budget workshop that she attended on May 24, 2018. She felt this meeting was very helpful and informative, and she will be attending two more budget workshops in the near future.

### **Old Business**

- **Roof Update**—Tina Emerick is still working on getting estimates for a full roof replacement. Russell Construction has quoted her an initial quote of \$49,900. But, she is exploring possible warranties on our current roof to see if this can get a reduction in cost. She is also reaching out to Quality Construction to see about getting a quote from them.

### **New Business**

1. **Art Show**—Candace Wells provided the board with updates on the Art Show to be held on July 27 and July 28, 2018. She is still looking for a few vendors and entertainment. July 27<sup>th</sup> is the reception, which is open to the public. Refreshments, arranged by Ruth Davis, will be available that evening. The event on July 27<sup>th</sup> will be from 5pm to 8pm. On July 28<sup>th</sup>, the show is from 9am to 3pm. Additionally, there will be 2 demonstrations that day—glass blowing and henna body art. The board was reminded that they had previously approved to close the library early on July 27<sup>th</sup> at 12pm so that staff could begin preparing for the event. Candace Wells requested assistance from the board in providing help throughout the event in various capacities. A few board members signed up to assist with the event.
2. **PERF Adds**—motion was made by Frank Walker to adopt the Director's recommendation for adding the positions of Youth Services Assistant and Teen Librarian to PERF qualified staff members. Lilly Bouwkamp seconded the motion. The motion carried.
3. **Salary Schedule**—Lilly Bouwkamp moved to approve the 2019 Salary Ordinance as presented by the Director, which will increase the bottom hourly rate to \$10/hour for all grade 1 and 2 salaries. Valerie Carson seconded the motion. The motion carried.
4. **Employee Manual**—Tina Emerick requested that over the next month, all board members review the entire employee manual as presented to them for final approval at the July meeting.

### **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. Frank Walker moved to adjourn and Tom Herman seconded the motion. The motion carried and the meeting was adjourned at 8:02pm.

The next meeting will be Monday, July 9, 2018, at 7:00pm in the Conference Room.