

**The Monticello Union Township Public Library Board of Trustees met in regular session on Monday, November 14, 2016, at 7:00 p.m. in the library program room. Board members present were: Art Morgan, Frank Walker, Valerie Carson, Emily Thacker, and Kathy Henney. Tom Herman and Lilly Bouwkamp were absent.**

**Approval of Agenda** - President Art Morgan called the meeting to order. Emily moved to approve the agenda and Frank seconded it. The motion carried.

**Approval of Minutes** – Frank moved to accept the October minutes as presented and Valerie seconded the motion. Motion carried.

**Business and Finance** – Board members pointed out that Supplies and Other Services were at 99% expended at this point. It was noted that the entire budget expended was at the appropriate 82%. October claims were approved as presented as moved by Kathy and seconded by Emily. The motion carried.

### **Director's Report**

- **Budget and Finance** – Monica noted that she attempts to spend approximately 8% of the budgeted amount per month. She reported that we have enough cash on hand to complete our end of year expenditures.
- **Building** – McDonald's completed the fall preventive maintenance.
- **Tech Competencies** - All frontline staff passed their annual tech exam.

**Expansion Committee** – Art, Frank and Monica met with the County Commissioners regarding the board's proposed resolution to expand into Liberty and Lincoln Townships. They were not supportive of this process. On Election Day, November 8, library employees, board members, and friends collected signatures for the petition drive at polling places in Liberty and Lincoln Townships. Staff collected 97 signatures from Liberty Township and 26 from Lincoln Township. This is short of the required 20% of registered voters. Additionally, both township trustees had their own remonstrance and collected signatures against library expansion. The library would need to obtain more signatures than they did in order to continue pursuing expansion. Discussion followed as to whether or not to continue our quest by holding public meetings or going door to door to obtain signatures. In light of the negative township trustee reaction thus far, it was decided to submit an article to the local newspaper and invite interested people to stop by the library through December to sign the petition in favor of expansion into these two townships.

### **New Business**

1. **Director Salary Increase** – Due to the Fair Labor Standards Act which takes effect on December 1, 2016, Monica asked for her salary to be increased to include the minimum annual full-year salary of \$47,476. 2% increase for Monica will put her salary at \$47,486. Frank moved to accept this increase and Valerie seconded it. The motion carried.
2. **Personnel Action** – Monica and Tina are recommending Makenzie Comer, part-time Youth Services Clerk, for permanent status. Valerie moved to accept this recommendation and Kathy seconded it. The motion carried.

- 3. FLSA Changes** – Due to the Fair Labor Standards Act requiring that salaried administrative employees receive the minimum annual compensation of \$47,476, Monica is recommending that MUTPL salaried managers now be paid on an hourly basis to comply with the law taking effect on December 1, 2016. The Adult Services Librarian, Youth Services Librarian, and the Circulation Services Manager will now be paid on an hourly/non-exempt basis. Emily moved to accept this recommendation and Frank seconded it. The motion carried.

**Comments** – The annual end of year meeting will take place on Thursday, December 29 at 2 p.m. at the library.

There being no other business before the board, President Art Morgan asked for a motion to adjourn. Frank moved to adjourn and Kathy seconded the motion. Motion carried and the meeting was adjourned at 8:05 p.m.

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