

The Monticello Union Township Public Library Board of Trustees met in the Library Conference Room on June 12, 2017, at 7:00 p.m. in regular session. Board members present were: Art Morgan, Tom Herman, Val Carson, Emily Thacker, Frank Walker, and Lily Bouwkamp. Kathy Henney was absent.

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

Approval of Minutes - The May minutes were approved as moved by Val and seconded by Emily. The motion carried.

Business and Finance – May claims were approved as presented as moved by Frank and seconded by Lily. The motion carried.

Director's Report – Monica Casanova

- **Budget and Finance** – Due to a third payroll this month, the library is slightly overspent on expenditures at 44% instead of the ideal 40%.
- **Building** – The air conditioning unit which cools the Youth Services Department broke down and had to be replaced at a cost of more than \$8000. The cost was paid out of Gift Fund. The board was satisfied with the payment taken out of gift fund instead of doing an additional appropriation.
- **Tech Training-** Bill Schlimme and Monica led the monthly tech trainings in May focusing on the competency: Understand the difference between operating system software and application software with the following skills/knowledge: identify some broad categories of types of software applications, be familiar with various software that are available for patron use on the library's computer and know common use; maximize, minimize, reposition, and close program windows; use horizontal and vertical scrollbars; identify and use the menu bar and menus to access commonly used application and understand the function of common icons .
- **Publicity and Outreach-** The library appeared 42 times in local media in May. The Youth Services Department made 18 deliveries to preschool/daycare locations, serving 138 children. The Adult Services Department visited 11 patrons to local nursing homes.
- **Strategic Planning** – Sharon and Dan Wiseman, the consulting company selected by the board will be visiting the library on June 19th to meet with staff and board members about selecting priorities for the library's new strategic plan.

New Business

1. **Personnel Actions**– Monica submitted her resignation and recommended Scotty Miller be approved as the Interim Director until the library board hires a new Director. Emily moved to approve and Frank seconded the motion. Motion carried.
2. **Salary Ordinance Amendment** – Monica asked that the board amend the 2017 Salary Ordinance to provide Scotty Miller a one-time bonus of \$5000 for the additional responsibilities as Interim Director. Val made a motion to amend the Salary Ordinance, Tom seconded. The motion carried.
3. **Job Description Revisions-** Frank made a motion and Emily seconded to approve amending the following job descriptions. Motion carried.
 - a. Youth Services Clerk
 - b. Teen Librarian
 - c. Youth Services Manager
 - d. Adult Services Manager
 - e. Circulation Services Manager

f. Director

4. **Surplus List-** Lily made a motion and Val seconded to approve discarding or giving to Friends the following: picture frames, plastic magazine holders, plastic storage boxes, typewriter, Broadway art show signs, and rolodex card boxes.
5. **Medical Leave Request-** Monica recommended giving the Youth Services Manager a medical leave request. Emily made a motion to accept the request, Tom seconded. Motion carried.

Items

- **Feasibility Study Survey for Public** Monica handed out results from the ongoing survey. 71 responded to the survey online and in print with an equal distribution prioritizing an enclosed teen area, doubling the size of the Program Room, and adding a quiet area/solarium.
- **Strategic Plan Board/Staff Focus Group** Monica invited the board to speak to the Wisemans on June 19, 2017. Three different sessions will be offered throughout the day for the staff and board to participate.

There being no other business before the board, President Art Morgan asked for a motion to adjourn. Tom moved and Lily seconded for adjournment. The meeting was adjourned at 7:50 p.m.