**Meeting Minutes: Library Board Meeting Minutes**

**Date:** Tuesday Oct. 9, 2018 **Time:** 6:00 PM – 8:30 PM **Location:** Monticello Public Library

# **ATTENDANCE:**

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| --- | --- | --- | --- | --- | --- |
| **Participant** | **Present** | **Participant** | **Present** | **Participant** | **Present** |
| Ann DeNure  | x |  Janet Willman | x | Guest: Jen Chladil | x |
| Kenneth Colle | x | Stephen Scanlan | x |  |  |
| Teresa Dunlap | x | Katrina Linde-Moriarty  | x |  |  |
| Guests:  |  |  |  |  |  |
|  |  |  |  |  |  |

**AGENDA ITEMS:**

1. Call to Order/Roll Call: Linde-Moriarty called the meeting to order at 6:07 p.m.
2. Public Appearances and Citizen Comments: Chladil introduced herself. She is the new President of the Friends of the Library.
3. Agenda was re-arranged to approve agenda first. And motion by Dunlap to elect President and Secretary before rest of meeting. Seconded by (DeNure). Motion carried.
4. Call for Elections: President and Secretary

Dunlap nominated Stephen Scanlan for President of the Library Board. No other motions were made. Dunlap motioned nominations cease. Seconded by DeNure. Motion carried. On a voice Vote, Scanlan was elected unanimously.

Nominations for Ken Colle, Jan Willman and Ann DeNure, for Secretary were respectfully declined. Dunlap said she believed it did not seem proper for her to fill the position, as she is currently Village President. Consensus was to tape sessions until such time as a member felt comfortable writing out the minutes. In the meantime, Dunlap volunteered to take minutes for this meeting. Motion by Colle to purchase an audio recorder for up to $150 to tape meetings, seconded by Willman, carried unanimously.

1. Meeting Minutes from 9.11.18. Motion to approve the Sept 11, 2018 minutes by Dunlap, seconded by DeNure, carried unanimously.
2. Finance Committee Report (no committee formed yet): Bills were presented by Director Linde-Moriarty in the amount of $1,795.07. Reviewed by Board members. About $634.63 on the Visa Account was already approved and has been paid through the Village treasury. Scanlan and Dunlap will look into timing of bill submissions and payments to eliminate carryover on bills. Motion by Willman, seconded by Colle, to approve; carried.

**New Business**

1. Job Descriptions. Linde-Moriarty has created and written job descriptions for positions in the library: Youth Services Coordinator and Library Assistant I; (previous positions were simply library aides.) Minor revisions were requested by board members. Motion by DeNure to accept both revised job descriptions, seconded by Willman, carried unanimously.
2. Permission for Director to Work Limited Overtime. Discussion. Motion by Willman, seconded by DeNure, to allow Director Linde-Moriarty up to 5 hours per week overtime, as needed, carried unanimously.
3. Permission for Shelver to Work up to 15 Hours per Week for Limited Time. Discussion. Motion by Willman, seconded by Colle, to approve up to 15 hours/week for shelver until library is fully staffed. Motion carried unanimously.
4. List of Requested Closure Dates. Director requested library services closed for holiday and/or official library conferences and SCLS meetings, during the following dates: Oct. 22-26; Nov. 15; Nov. 22-23; Dec. 24-26. Director may be working during these dates. Motion by Dunlap, seconded by DeNure, to approve closure dates. Motion carried unanimously.
5. Limited Library Hours. Based on the number and hours of visitors to the library, and until the library is fully staffed, Director Linde-Moriarty requested limited hours for Library services. She presented two options. Discussion of options. Both options leave library services accessible during noon hour and after typical business hours (12-6pm). Option 1 includes Monday, but not Saturday. Option 2 closes Monday but extends Saturday hours. Both options give Director 10 or 11 hours weekly for administrative work. New Hours will begin Oct. 22. Motion by DeNure, seconded by Dunlap, to approve Option 2. Motion carried unanimously.
6. Change Monthly Meeting Time for Library Board. Discussion. Members are fine with meetings meeting on 2nd Tuesdays at 7 pm. No action taken.
7. DVD/CD Displays. Two options for new stands and plastic cases for DVDs and CDs presented by Director. Total cost ~ $20,500. Lowers displays to allow better natural light and line of sight for library staff and security cameras. Better protection of discs. Better processing if we go with LINKcat system. Would resell the old displays to recover partial cost. Discussion. Motion by Dunlap, seconded by Colle, to purchase case and display cases, using reserve funds (in village account). Motion carried unanimously.

**Old Business**

1. Joining LINKcat and Technology Services thru SCLS. Reviewed information and costs, pros and cons. Director will set up a tour of a local library using the system and services; watch email for dates.
2. Updates on Additional Old Business: Greenwoods bank account for donations-director discussed need to determine investment and plans for use.
3. Library Director’s Report. Director presented written report summarizing recent accomplishments and projects to work on in the coming month.

The Friends of the Library Silent Auction will be held Nov. 10.

Watch for new social media account coming.

Books and other media have been weeded, many of which are offered free: in the back entrance.

1. Motion to adjourn by DeNure, seconded by Willman, carried. Adjourned at 8:58 pm.
2. Next Meeting: Nov 13.