**Meeting: Library Board Meeting**

**Date:** Tuesday, March 12th, 2019

**Time:** 6:00 PM – 7:50PM

**Location:** Monticello Public Library

**Meeting Leader: Scanlan**

# **ATTENDANCE:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Participant** | **Present** | **Participant** | **Present** | **Participant** | **Present** |
| Ann Denure |  | Janet Willman |  |  |  |
| Kenneth Colle |  | Stephen Scanlan |  |  |  |
| Theresa Dunlap |  | Katrina Linde-Moriarty |  |  |  |
| Guests: |  |  |  |  |  |
|  |  |  |  |  |  |

**AGENDA ITEMS:**

|  |  |  |
| --- | --- | --- |
| **Start Time** | **Topic** | **Lead(s)** |
| 6:00 PM | Call to Order/Roll Call | Scanlan |
| 6:05 PM | Public Appearances and Citizen Comments (up to 30 min.) | Katrina |
| 6:15 PM | Approvals:   1. Meeting Minutes from    1. 12.11.18    2. 1.8.19    3. 2.12.19    4. 3.5.19 2. Agenda 3. Finance Committee Report    1. Director’s Finance Report (Monthly, YTD) | Scanlan |
|  | New Business |  |
| 6:20 PM | Adoption and Adaptation of Personnel Policies | Katrina |
| 6:35 PM | Setting Library Page Position Pay | Katrina |
| 6:40 PM | Formation of a Policy Review Committee | Katrina |
| 6:55 PM | Call for Policy Review Committee Appointments | Katrina |
|  | Old Business |  |
| 7:10 PM | Finance Discussion | Willman |
| 7:30 PM | Library Director’s Report | Katrina |
| 7:40 PM | Trustee Short Talks: Library Policies | Katrina |
| 7:50 PM | Adjourn | Scanlan |
| **Next Meeting: Tuesday, April 9th at 6:00pm** | | |

### 

### 3.12.19- Item Descriptions for the Monticello Library Board Meeting

### Call To Order/Roll Call

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ called the meeting to order at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Roll Call:

# 

|  |  |  |  |
| --- | --- | --- | --- |
| Ann Denure |  | Janet Willman |  |
| Kenneth Colle |  | Stephen Scanlan |  |
| Theresa Dunlap |  | Katrina Linde-Moriarty |  |

Guests:

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |

### Meeting Minutes from 12.11.18, 1.8.19, 2.12.19, & 3.5.19

Motion: Approve the minutes from the previous board meetings.

Discussion:

1st: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2nd: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vote outcome: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Agenda

Motion: Approve the agenda.

Discussion:

1st: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2nd: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vote outcome: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Finance Committee Report

Motion: Approve the Finance Committee Report.

Discussion:

1st: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2nd: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vote outcome: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

### New Business

### Adoption and Adaptation of Personnel Policies

Reason: This policy would better establish the guidelines between when to use the village’s personnel handbook and when to use adapted policies which have been created for our staff members.

Proposal: See document.

Discussion:

Motion: Approve the “Adoption and Adaptation of Personnel Policies” as presented.

1st: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2nd: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vote outcome: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Setting Library Page Position Pay

Reason: When staff members salaries were last reviewed, we had an extra Library Page and Cleaning position listed under the pay structures. The director would like to update the pay structures to reflect the active positions at the library.

Proposal: See document.

Discussion:

Motion:

1st: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2nd: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vote outcome: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Formation of a Policy Review Committee

Reason: The director would like assistance from the board in reviewing our policies to make sure they are current and fit the needs of our staff members and community.

Proposal: Call for 1-2 board members or other appointments to be selected for the Policy Review Committee. The purpose of this committee is to work with the director to develop a review schedule, research, and bring revised policies to Library Board meetings for review and adoption.

Discussion:

Motion: Approve the create of a Policy Review Committee with a minimum of two members (one being the director). This committee is tasked with bringing policies in need of review or adoption to the library board with the committee’s recommendations.

1st: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2nd: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vote outcome: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Call for Policy Review Committee Appointments (To be withdrawn if previous item does not pass)

Reason: The newly created Policy Review Committee needs appointments from the library board. The director suggests two library board members be appointed to join the director on this committee.

Proposal: Call for appointments.

Discussion:

Motion: Appoint \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the Policy Review Committee.

Appoint \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the Policy Review Committee.

1st: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2nd: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vote outcome: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Old Business

### Library Director’s Report

Reason: This report is given to the Library Board by the Library Director to improve communication and keep the Library Board up

Discussion:

### Trustee Short Talks: Library Policies

Reason: The Library Board is working through the American Library Association’s Trustee Short Take series of videos as a continuing education opportunity.

Discussion:

### Trustee Short Talks: Library Advocacy

Motion to adjourn at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1st: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2nd: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vote outcome: \_\_\_\_\_\_\_\_\_\_\_\_\_\_