



Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

Meeting: **Library Board Meeting**

Date: Tuesday, January 8th, 2019

Time: 6:00 PM – 7:35 PM

Location: Monticello Public Library

Meeting Leader: Scanlan

ATTENDANCE:

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

AGENDA ITEMS:

Start Time	Topic	Lead(s)	Action/Motions
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 12.11.18 2. Agenda 3. Finance Committee Report	Scanlan	
	New Business		
6:25 PM	Holiday Closures for 2019	Katrina	
6:35 PM	New Library Hours	Katrina	
6:50 PM	Director's Vacation Request	Katrina	
	Old Business		
7:00PM	Investment Research	Katrina	
7:10 PM	Library Director's Report	Katrina	
7:20 PM	Trustee Short Talks	Katrina	
7:35 PM	Adjourn	Scanlan	
Next Meeting: Tuesday, February 12th at 6:00pm			

Meeting Called to order by Stephen Scanlan at 6:00pm.

Roll Call: Ann Denure, Kenneth Colle, Theresa Dunlap, Janet Willman, Stephen Scanlan, and Katrina Linde-Moriarty present.

Public Appearances: No public appearances

Approvals

Past Meeting Notes: 12/11/18

Per the request of the director, this approval of notes has been postponed until the next meeting.

Agenda: Review and Approval of Agenda

Discussion: No discussion

Agenda was unanimously approved.

Finance Committee Report: Review and Approval of Report

Discussion: Question about Friend's group's finances and how they relate to our own.

1st: Kenneth Colle 2nd: Ann Denure

Report was unanimously approved.

Holiday Closures for 2019

Reason: The Library Board needs to approval all holiday closures for the year.

Proposal: The library director proposes the following closure list for holiday closures in 2019.

New Year's Day - Tuesday, January 1st (previously approved)

Memorial Day - Monday, May 27th

Independence Day - Thursday, July 4th

Labor Day - Monday, September 9th

Thanksgiving Day - Thursday, November 21st

Floating Holiday #1 - Friday, November 22nd

Christmas Eve - Tuesday, December 24th

Christmas Day - Wednesday, December 25th

Floating Holiday #2 - Tuesday, December 31st

Motion: Approve the library to close during the holiday dates listed above.

Discussion: Trustees ask the director to defend the recommendation and questions were answered to their satisfaction.

1st: Ann Denure 2nd: Kenneth Colle

Vote outcome: 5/5; Motion Passes

New Library Hours

Reason: The Library Board needs to approval any changes to the library hours.

Proposal: The library director proposes the following regular hours to go into effect March 4th, 2019:

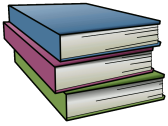
Monday - Friday: 10-7pm

Saturday: 10-2pm

Motion: Approve the library to adopt the new regular hours of Monday - Friday 10-7pm and Saturday 10-2pm effective Monday, March 4th, 2019.

Discussion: Trustees ask the director to defend the recommendation and questions were answered to their satisfaction. Data has been collected and analyzed for the best coverage and efficiency.

1st: Ann Denure 2nd: Janet Willman



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Vote outcome: 5/5; Motion Passes

Director's Vacation Request

Reason: The Director wishes to maintain clear communication with the Library Board and community by formally requesting approval to take vacation days.

Proposal: Director Katrina Linde-Moriarty requests to take February 13-18th off (5 full work days). She will make arrangements with staff to make sure the library's services are interrupted during her time away. She plans to use any accrued personal time for time off but would like to request permission to use vacation time if necessary.*

*According to the Village Handbook, an employee cannot take vacations days while they are serving their probation period. Special approval would need to be granted to do this.

Motion: Approve Director Katrina Linde-Moriarty's request to take Feb. 13-18th off for vacation using any accrued personal time and with permission to expend accrued vacation time if necessary to fill the request.

Discussion: The discussion was centered around the precedence this could set in other departments within the village.

Amended Motion: Approve Director Katrina Linde-Moriarty's request to take Feb. 13-18th off for vacation using accrued personal time.

1st: Janet Willman 2nd: Ann Denure

Vote Outcome: 5/5; Motion Passes

Library Director's Report: See attached document

Trustee Short Takes: Library Advocacy

Due to technical difficulties, this activity was postponed until the following meeting.

Adjourn:

The motion to adjourn was unanimously approved.