

Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

Meeting: Monthly Library Board Meeting Minutes

Date: Tuesday, October 8th, 2019

Time: 4:00 PM

Location: Monticello Public Library

Meeting Leader: Katrina Linde-Moriarty

ATTENDANCE:

Participant	Present	Participant	Present
Ann DeNure		Janet Willman	x
Kenneth Colle	x	Stephen Scanlan	x
Robert LaBarre	x	Katrina Linde-Moriarty	x
Guests:			
Tere Dunlap	x		

AGENDA ITEMS:

Start Time	Topic	Lead(s)
4:00 PM	Call to Order/Roll Call	Scanlan
4:05 PM	Public Appearances and Citizen Comments (up to 30 min.)	Scanlan
4:10 PM	Approvals: 1. Agenda 2. Minutes 3. Finance	Scanlan
4:20 PM	Director's Finance Report	Katrina
	New Business	
4:30 PM	Close November 30th (Saturday following Thanksgiving)	Katrina
4:40 PM	LINKcat Migration Update	Katrina
4:50 PM	Revised Material Loan Periods	Katrina
	Old Business	
5:05 PM	Director's Report	Katrina
5:20 PM	Adjourn	Scanlan
Next Meeting: Tuesday, November 12th at 4:00pm		

Item Descriptions for the Monticello Library Board Meeting

Call To Order/Roll Call

Scanlan called the meeting to order at 4:00pm.

Roll Call:

Ann DeNure		Janet Willman	x
Kenneth Colle	x	Stephen Scanlan	x
Robert LaBarre	x	Katrina Linde-Moriarty	x

Guests:

Tere Dunlap	

Agenda

Motion: Approve the agenda as set. (Or with the following amendments)

Discussion:

1st: LaBarre 2nd: Colle

Vote outcome: 4/0 Passed

Minutes

Motion: Approve the minutes from 8/13/19 and 9/10/19.

Discussion:

1st: Willman 2nd: LaBarre

Vote outcome: 4/0 Passed

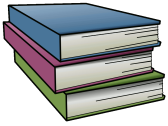
Finance Report

Motion: Approve the Finance Report as given.

Discussion: Clarifying questions were made to the Director about where the finances are for LINKcat, the reserves, and where we are for this point in the budget.

1st: Colle 2nd: Willman

Vote outcome: 4/0 Passed



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Director's Finance Report

Discussion: The Director presented that she has been redoing her monthly reports to track revenue and expenditures separate from donations and investments.

New Business

Close November 30th (Saturday following Thanksgiving)

Reason: Traditionally the library is closed the Friday and Saturday following Thanksgiving. Saturday was not included in the original holiday schedule passed by the board in December 2018. It is also the fifth Saturday of the month which is had to schedule with 4 staff members.

Discussion: It was discussed how it was traditional for the library to be closed for the Saturday alongside the Thursday and Friday of Thanksgiving.

Motion: To approve the closure of the library on Saturday, November 30th.

1st: Willman 2nd: LaBarre

Vote outcome: 4/0 Passed

LINKcat Migration Update

Reason: The Director would like to give the board an update on how this migration is going and what to anticipate in the coming months.

Discussion: The Director reported that the migration is moving forward at a steady pace. Staff are greatly anticipating the transition and preparations are being made to bring the staff up to speed with new procedures. Info Sessions which will happen at the end of November through to the migration date have been set and the public is being notified.

Revised Material Loan Periods

Reason: As part of the migration to the LINKcat catalog, some of our loan periods are not in compliance. Changes are minimal but will help to standardize with the system. See the attached proposal.

Discussion: Clarifying questions were asked of the director about how she came to decide on these loan period ranges. The board also requested that standardized language be used when conveying the loan periods to the public.

Motion: To approve the new Material Loan Periods to come into effect upon the go-live date for the LINKcat catalog.

1st: LaBarre 2nd: Colle

Vote outcome: 4/0 Passed

Old Business

Director's Report

Discussion: The report was given to the board with clarifying questions at various points.

Adjourn

Motion to adjourn at 5:03 pm.

1st: LaBarre 2nd: Willman

Vote outcome: 4/0 Passed