

Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

Meeting: Monthly Library Board Meeting

Date: Tuesday, November 12th, 2019

Time: 4:00 PM

Location: Monticello Public Library

Meeting Leader: Stephen Scanlan

ATTENDANCE:

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

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	Legal Records Custodian Resolution	Katrina
4:40 PM	Resolution to Use Reserve Funds to Cover Expenses in the Outlay Line Item	Katrina
4:50 PM	LINKcat Migration Update	Katrina
	Old Business	
5:05 PM	Director's Report	Katrina
5:20 PM	Adjourn	Scanlan
Next Meeting: Tuesday, December 10th at 4:00pm		

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	
Robert LaBarre		Katrina Linde-Moriarty	

Guests:

Agenda

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

Discussion:

1st: _____ 2nd: _____

Vote outcome: _____

Minutes

Motion: Approve the minutes from 10/8/19.

Discussion:

1st: _____ 2nd: _____

Vote outcome: _____

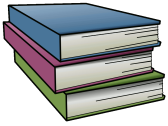
Finance Report

Motion: Approve the Finance Report as given.

Discussion:

1st: _____ 2nd: _____

Vote outcome: _____



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Director's Finance Report

Discussion:

New Business

Legal Records Custodian Resolution

Reason: We are responsible for the records we produce in the course of operating a business within our government. Having a resolution that clarifies who the legal records custodian is for the library helps clarify the contact person and process for how open records requests should follow.

Discussion:

Motion: To approve the drafted Legal Records Custodian Resolution and Bulletin Board Statement designating the Library Board President and Director as custodians in these processes.

1st: _____ 2nd: _____

Vote outcome: _____

Resolution to Use Reserve Funds to Cover Expenses in the Outlay Line Item

Reason: As part of the process to clarify our finances, it has been recommended that the library board pass a resolution to direct the village that expenditures made to the Outlay line item should be paid with remaining funds held in the Treasure's Cash line item. Currently there is no way to communicate the intent to use leftover reserve funds since expenditures need to be tracked in a expenditures line item. This resolution will help to create a crosswalk between Income and Expenditure line items for purchase that fall beyond the scope of normal operations such as renovations, special programming, and furniture.

Discussion:

Motion: To approve the resolution that expenditures placed under the Outlay Line Item will be paid via reserve funds held in the Treasure's Cash Line Item.

1st: _____ 2nd: _____

Vote outcome: _____

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:

Old Business

Director's Report

Discussion:

Adjourn

Motion to adjourn at _____.

1st: _____ 2nd: _____

Vote outcome: _____