



Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

Meeting: Monthly Library Board Meeting Minutes

Date: Tuesday, November 12th, 2019

Time: 4:00 PM

Location: Monticello Public Library

Meeting Leader: Stephen Scanlan

ATTENDANCE:

Participant	Present	Participant	Present
Ann DeNure	x	Janet Willman	x
Kenneth Colle	x	Stephen Scanlan	x
Robert LaBarre	x	Katrina Linde-Moriarty	x
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	Public Records Notice and Custodianship Policy	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		

Minutes for the Monticello Library Board Meeting

Call To Order/Roll Call

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

Roll Call:

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

No guests in attendance.

Agenda

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

Discussion:

1st: Colle 2nd: LaBarre

Vote outcome: 5/0 Passed

Minutes

Motion: Approve the minutes from 10/8/19 with the amendment adding Tere Dunlap attending as a guest.

Discussion: Director asked about public appearances. Corrections were suggested for the minutes.

1st: LaBarre 2nd: Willman

Vote outcome: 5/0 Passed

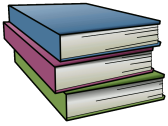
Finance Report

Motion: Approve the Finance Report as given.

Discussion: There was discussion on how the bills were being handled between the library and the village in terms of bills being paid on time.

1st: Willman 2nd: Colle

Vote outcome: 5/0 Passed



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Director's Finance Report

Discussion: Director presented her new templates for tracking bills internally. Board has access to these via their digital board packet. They are also open to the public with a formal records request.

New Business

Public Records Notice and Custodianship Policy

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: Board asked about the need behind this policy. Director responded that the policy is a formality that sets up the structure for such requests.

Motion: To approve the drafted Public Records Notice and Custodianship Policy designating the Library Board President and Director as custodians in these processes.

1st: LaBarre 2nd: Willman

Vote outcome: 5/0 Passed

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: Director answered clarifying questions from board.

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: Colle 2nd: DeNure

Vote outcome: 5/0 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:

Old Business

Director's Report

Discussion:

Adjourn

Motion to adjourn at 5:12pm.

1st: LaBarre 2nd: Willman

Vote outcome: 4/0 Passed