



Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

Meeting: Monthly Library Board Meeting Minutes

Date: Tuesday, November 9th at 6:00pm

Meeting Leader: Stephen Scanlan

Location: Library Building, 512 E. Lake Ave, Monticello, WI 53570

ATTENDANCE:

Participant	Present	Participant	Present
Ann DeNure	x	Renee Croushore	x
Kenneth Colle		Stephen Scanlan	x
Robert LaBarre	x	Katrina Linde-Moriarty	x
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.)	Scanlan
6:10 PM	Approvals: Agenda, Minutes, Finance	Scanlan
	New Business	
6:15 PM	Update Library Director Job Description	Scanlan
6:25 PM	Review Youth Services and Library Assistant Job Description	Katrina
6:35 PM	December 27th-30th Closure Request	Katrina
6:45 PM	Youth Nonfiction Series Request	Katrina
	Old Business	
6:55 PM	Reopening Guidelines Review	Katrina
7:00 PM	Director's Report: Village Update, Programming Update, SCLS Update, Finance Update	Katrina
7:10 PM	Adjourn	Scanlan
Next Meeting: Tuesday, December 14th at 6:00 PM		

Item Descriptions for the Monticello Library Board Meeting

Call To Order/Roll Call

Scanlan called the meeting to order at 6pm.

Roll Call:

Ann DeNure	x	Renee Croushore	x
Kenneth Colle		Stephen Scanlan	x
Robert LaBarre	x	Katrina Linde-Moriarty	x

Guests: None

Agenda

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

Discussion: None

1st: DeNure 2nd: LaBarre

Vote outcome: 3/0 Passed

Minutes

Motion: Approve the minutes from 10/12/21.

Discussion: None

1st: LaBarre 2nd: DeNure

Vote outcome: 3/0 Passed

Finance Report

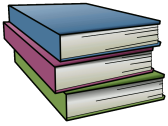
Motion: Approve the Finance Report as given.

Discussion: None

1st: DeNure 2nd: LaBarre

Vote outcome: 3/0 Passed

New Business



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Update Library Director Job Description

Reason: The director would like the board to review and update the director job description to align with elements found in other job descriptions for library employees.

Motion: Approve the updated Library Director Job Description as presented.

Discussion: Director clarified a few minor questions.

1st: LaBarre 2nd: Croushore

Vote outcome: 4/0 Passed

Review Youth Services and Library Assistant Job Description

Reason: The director would like the board to review and update these job descriptions to allow for uniformity in the elements across all job descriptions. No actions to be presented at this meeting.

Discussion: Director clarified general questions about the updates applied to the job descriptions.

December 27th-30th Closure Request

Reason: The library employees would like the library board to consider closing the library between the Christmas and New Years holidays. Historically, it is a very slow period of time with only a few patrons picking up holds or dropping off materials. Due dates would be extended. With current planned closures this would extend to include December 24th to January 1st.

Motion: Approve additionally closing the library between December 27th-30th.

Discussion: Brief conversation around the tradition of closing between the two holidays and how statistically it is a slow time of year.

1st: DeNure 2nd: LaBarre

Vote outcome: 4/0 Passed

Youth Nonfiction Series Request

Reason: Library staff would like to purchase new youth nonfiction sets for our collection with donated funds. Please see the attached document for the list of series and total amount. We would like to secure a budget of \$3,000 to cover the price of the sets and shipping costs.

Motion: Approve the Youth Nonfiction Series request to use donated funds to purchase up to \$5,000 of new materials for the collection by the end of 2021.

Discussion: General conversation was had around the need for an accessible and updated collection for our youth. Board asked school rep DeNure to speak with teachers about their needs to be addressed in future purchases.

1st: LaBarre

2nd: Croushore

Vote outcome: 4/0 Passed

Old Business

Reopening Guidelines Review

Reason: The library director will give an update to the board on the library's reopening plans and discuss any changes.

Discussion: Director advised the board to maintain the current service level based on county health statistics and current library trends.

Director's Report

Discussion: Director gave a monthly overview of the library's programs, statistics, and operations. An update about the library's strategic plan project included a timeline, list of members, and progress to date.

Adjourn

Motion to adjourn at 6:57pm.

1st: LaBarre

2nd: Croushore

Vote outcome: 4/0 Passed