



Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

Meeting: Monthly Library Board Meeting Minutes

Date: Tuesday, December 14th 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	x	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 Youth Services & Library Assistant Job Descriptions	Scanlan
6:25 PM	2022 Library Closure Dates	Katrina
	Old Business	
6:35 PM	Youth Nonfiction Series Update	Katrina
6:55 PM	Reopening Guidelines Review	Katrina
7:00 PM	Director's Report: Village Update, Programming Update, SCLS Update, Finance Update, Strategic Planning Update	Katrina
	Closed Session (19.85(1)(c))*	Scanlan
7:10 PM	Adjourn	Scanlan
Next Meeting: Tuesday, January 11th at 6:00 PM		

*19.85(1)(c): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

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	x	Stephen Scanlan	x
Robert LaBarre	x	Katrina Linde-Moriarty	x

Guests: Vicki Colle in attendance.

Agenda

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

Discussion: None

1st:Colle 2nd: DeNure Vote outcome: 4/0 Passed

Minutes

Motion: Approve the minutes from 11/9/21.

Discussion: None

1st: LaBarre 2nd: DeNure Vote outcome: 4/0 Passed

Finance Report

Motion: Approve the Finance Report as given.

Discussion: Director answered clarifying questions about the WiLS invoice from 11/30 Finance Sheet.

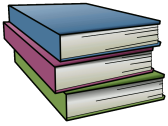
1st: Colle 2nd: DeNure Vote outcome: 4/0 Passed

New Business

Update Youth Services and Library Assistant Job Descriptions

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.

Motion: Approve the updated Youth Services and Library Assistant Job Descriptions sticking “excellent” from customer service line.



Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

Discussion: Board members reviewed the wording around the line relating to customer service identical to both job descriptions. An edit was recommended to strike the word “excellent” from the line since it is an objective descriptor.

1st: LaBarre 2nd: Croushore Vote outcome: 5/0 Passed

2022 Library Closure Dates

Reason: Annually the library board sets the closure dates of which holidays will be observed.

Motion: Approve the 2022 Library Closures to include the following dates:

- New Year's Day: January 1, 2022
- Memorial Day: May 30, 2022
- Independence Day: July 4, 2022
- Labor Day: September 5, 2022
- Thanksgiving Day: November 24, 2022
- Thanksgiving Holiday: November 25, 2022
- Thanksgiving Holiday: November 26, 2022
- Christmas Eve: December 24, 2022
- Christmas Day: December 25, 2022
- New Years Eve: December 31, 2022

Discussion: None

1st: Colle 2nd: DeNure Vote outcome: 5/0 Passed

Old Business

Youth Nonfiction Series Update

Reason: At a previous meeting, donated funds were approved to purchase new youth nonfiction series. An update will be given by the director on the project and the school rep will present their findings from speaking with the teachers.

Discussion: Director reviewed that half the allotted funds have been spent. DeNure followed up with sharing a list she created based on feedback from the teachers across all grade levels. She also shared the teachers’

excitement at acquiring new materials. Director and Youth Services will review the list and select new titles with the remaining budget.

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 recommended the library board maintain the current level of service. Director is keeping an active eye on cases within the county and emerging trends with the Omnicrom variant.

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, committee’s goals, and digital survey progress.

Closed Session: (19.85(1)(c))

Reason: 19.85(1)(c) - Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Motion: To convene in closed session with roll call at 6:45pm.

1st: DeNure 2nd: LaBarre

Roll Call:

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

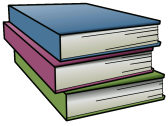
Reconvene in Open Session

Motion: To convene in open session with roll call at 7:00pm.

1st: Croushore 2nd: LaBarre

Roll Call:

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



Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

Take Action on Item/s Discussed During Closed Session

Motion 1: Award Director a one time bonus in 2021 of \$1,500.

1st: LaBarre 2nd: Colle Vote outcome: 5/0 Passed

Motion 2: Approve the director to appropriate \$1,750 for a one time bonus in 2021 for library employees (\$1,000 for the Youth Services' position and \$750 for the Library Assistant position).

1st: DeNure 2nd: LaBarre Vote outcome: 5/0 Passed

Adjourn

Motion to adjourn at 7:05pm.

1st: Croushore 2nd: Colle

Vote outcome: 5/0 Passed