

Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

Meeting: Monthly Library Board Meeting

Date: Tuesday, December 8th, 2020 at 4:00pm

Meeting Leader: Stephen Scanlan

Location: Virtually over Zoom

Zoom Details	https://us02web.zoom.us/j/82552143577
Meeting ID	825 5214 3577
Passcode	53570 (Hint: our zipcode)
To Call in:	Call: 312-626-6799 Enter ID: 825 5214 3577 Enter Passcode: 53570

ATTENDANCE:

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

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: Agenda, Minutes, Finance	Scanlan
	New Business	
4:20 PM	Director's Annual Evaluation Recommendation	Scanlan
4:35 PM	Holiday Closure Between Christmas and New Years	Katrina
	Old Business	
4:50 PM	Condition-based Timeline Review	Katrina
5:00 PM	Communications Policy	Katrina
5:10 PM	Director's Report: Village Update, Programming Update, SCLS Update, Finance Update	Katrina
5:25 PM	Adjourn	Scanlan
Next Meeting: Tuesday, January 12th at 4:00 PM		

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:

Faun M. Phillipson	
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Agenda

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

Discussion:

1st: _____ 2nd: _____

Vote outcome: _____

Minutes

Motion: Approve the minutes from 11.10.2020.

Discussion:

1st: _____ 2nd: _____

Vote outcome: _____

Finance Report

Motion: Approve the Finance Report as given.

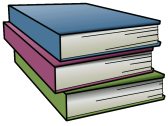
Discussion:

1st: _____ 2nd: _____

Vote outcome: _____

Director's Finance Report

Discussion:



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New Business

Director’s Annual Evaluation Recommendation

Reason: Annually the director is reviewed by the library board. Due to the pandemic and scheduling conflicts, the director was reviewed by the board president on November 25th. The board president will share his evaluation and seek review by the board before approval.

Motion: Approve the Director’s Annual Evaluation as presented (or with the following changes/additions).

Discussion:

1st: _____ 2nd: _____

Vote outcome: _____

Holiday Closure Between Christmas and New Year

Reason: There will only be 3 business days between the Christmas and New Year holidays (December 28th-30th). The library director and staff would like the opportunity to spend time with their families by extending the closure to cover those days in between and plan to utilize personal leave time if approved by the board. The library director and board president will cover the return box and activity kits.

Motion: Approve the closure of the library for December 28th-30th.

Discussion:

1st: _____ 2nd: _____

Vote outcome: _____

Old Business

Condition-based Timeline Review

Reason: Due to the changing nature of our situation,, the library board will evaluate our condition-based timeline for the library and director to safely conduct business with the public.

Motion: Amend the Condition-based Timeline to _____

Discussion:

Last Revised:
12/3/2020

1st: _____

2nd: _____

Vote outcome: _____

Communications Policy

Reason: After a recent virtual session on library policies and procedures, the director would like the board to consider adopting additional policies to clarify the library's role within the community. The first of these is a new Communications policy which will outline the library staff members and patron's code of conduct virtual and traditional outlets.

Motion: Approve the Communications Policy as written (or with the following corrections).

Discussion:

1st: _____

2nd: _____

Vote outcome: _____

Director's Report

Discussion:

Adjourn

Motion to adjourn at _____.

1st: _____

2nd: _____

Vote outcome: _____