

Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

Meeting: Monthly Library Board Meeting Minutes

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	x	Janet Willman	x
Kenneth Colle		Stephen Scanlan	x
Robert LaBarre	x	Katrina Linde-Moriarty	x
Guests:			
Faun M. Phillipson	x		

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 6:00 PM		

Item Descriptions for the Monticello Library Board Meeting

Call To Order/Roll Call

Scanlan called the meeting to order at 4pm.

Roll Call:

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

Guests:

Faun M. Phillipson	
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Agenda

Motion: Approve the agenda as set.

Discussion: None

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

Minutes

Motion: Approve the minutes from 11.10.2020.

Discussion: None

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

Finance Report

Motion: Approve the Finance Report as given.

Discussion: Questions about where we were in evaluating our printer contract. Director mentioned working with WiLS, a state-wide collaborator, on possibly negotiating better contracts.

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

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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.

Discussion: Board voiced agreement in Library Board President's evaluation of the director.

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

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: Board voiced favorable comments on the item.

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

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.

Discussion: Board agreed to remain at the same level of service. Not action was taken.

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.

Discussion: None. (Item was discussed at the Nov. 2020 meeting.)

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

Director's Report

Director reported on the library's statistics, finances, services, and community relations. See more in the attached Director's report.

Discussion: Board member asked for a sign to be placed outside directing patrons to retrieve activity kits in the entryway.

Adjourn

Motion to adjourn at 4:41pm.

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