

Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

Meeting: Monthly Library Board Meeting

Date: Tuesday, May 10th 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	Vicki Colle	X
Guests:			

AGENDA ITEMS:

Start Time	Topic	Lead(s)
6:00 PM	Call to Order/Roll Call	
6:05 PM	Public Appearances and Citizen Comments (up to 30 min.)	
6:10 PM	Approvals: Agenda, Minutes, Finance	
	New Business	
6:15 PM	-Item Title-	
	Director Job posting	
	Interview Team	
	Old Business	
	Strategic Planning Committee Update	
	Reopening Guidelines Review	
	Director's Report <ul style="list-style-type: none"> - Village Update - Programming Update - SCLS Update - Finance Update 	
7:00 PM	Adjourn	
Next Meeting: Tuesday, June 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 6 PM__.

Roll Call:

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

Guests:

Vicki Colle	
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Agenda

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

Discussion:

1st: Denure _____ 2nd: LaBarre _____

Vote outcome: __ approved _____

Minutes

Motion: Approve the minutes from 4.12.22.

Discussion:

1st: _LaBarre _____ 2nd: Croushore _____

Vote outcome: approved

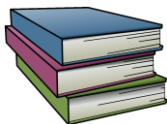
Finance Report

Motion: Approve the Finance Report as given.

Discussion:

1st: LaBarre _____ 2nd: Colle _____

Vote outcome: approved__



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New Business

Adjacent County Reimbursement Form

Reason: Annually, the board approves SCLS to pursue adjacent county reimbursements from our neighbors for servicing their patrons who are outside a library's service area.

Motion: Approve the Adjacent County Reimbursement Form as presented.

Discussion:

1st: Croushore 2nd: Colle

Vote outcome: approved

Outdoor Sign and Letters Request

Reason: Our old outdoor sign is beyond repair and we would like to have an outdoor sign to announce upcoming programs.

Motion: Approve the outdoor quote for \$500 plus shipping from Outdoor Signs America.

Discussion:

1st: Denure 2nd: Croushore

Vote outcome: approved

Sitting Area in Young Adult Space Project

Reason: During the Strategic Planning Process, additional study and reading spaces were identified as a need especially for our young adults. This project would provide a work space for all patrons during the day and a study space for young adults after school with minimal implementation and maintenance.

Motion: Approve up to \$4,500 of donations to create and furnish a new Young Adult Sitting Area as presented.

Discussion: Get approval from the Fire Department regarding clearance for fire door exit.

1st: Croushore 2nd: Colle

Vote outcome: approved

Motion: Upon completion of the sitting area, a new security camera shall be installed.

1st: DeNure 2nd: LaBarre

Vote outcome: approved

Interim Transitional Plan

Reason: This plan will clarify the responsibilities of each person with regards to administrative, finance, and daily library operations during the interim transition to a new director.

Motion: Approve the Interim Transition Plan as presented with Victoria Colle as the Library Administrator.

Discussion:

1st: DeNure 2nd: LaBarre

Vote outcome: Approved, Colle abstained.

2022 Transition Wages

Reason: An increase in wages during the interim would correspond with the increase in responsibilities for staff members.

Motion: Approve the 2022 Transition Wages beginning 5/12/22.

Discussion: We will decide on the compensation for the Interim Library Administrator at the next meeting.

1st: LaBarre 2nd: Croushore

Vote outcome: approved

Leave Benefits for Linde-Moriarty

Reason: The Director has accrued vacation hours during their employment. The Library Board needs to authorize a payout of the leave benefits.

Motion: Approve the Village of Monticello to pay out the remaining balance of vacation time upon the termination of employment for Katrina Linde-Moriarty.

Discussion:

1st: LaBarre _____ 2nd: Colle _____

Vote outcome: approved

Director Search Committee

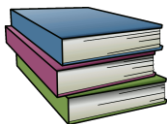
Reason: The library board should appoint two board members to form the Director Search Committee to lead out in hiring a new library director.

Motion: Create the Director Search Committee and appoint LaBarre and Croushore to the committee.

Discussion: Vicki Colle volunteered to be on the committee and Barb Durst will be asked to help with the job description.

1st: DeNure _____ 2nd: Colle _____

Vote outcome: 3/0/2 LaBarre and Croushore abstained



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Interim Finance Authorization Plan

Reason: During the interim, the library board needs to authorize an individual to be responsible for managing the library's daily finances alongside the Finance Committee.

Motion: Appoint Victoria Colle as the library's Finance Authorizer in conjunction with the Finance Committee during the interim period of the library.

Discussion:

1st: LaBarre _____ 2nd: Croushore _____

Vote outcome: approved, Colle Abstained

Old Business

Strategic Planning Committee Update

Reason: The director will update the library board on the progress and actions of the Strategic Planning committee and the project's timeline.

Discussion: Thank you letters will be sent, there is one more meeting.

Reopening Guidelines Review

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

Motion:

Discussion: No action taken

1st: _____ 2nd: _____

Vote outcome: _____

Director's Report

Discussion:

Motion to adjourn: 1st DeNure, 2nd Colle

Motion carried, meeting adjourned at 7:48 PM

Item Descriptions for the Monticello Library Board Meeting

Call To Order/Roll Call

_____ called the meeting to order at _____.

Roll Call:

Ann DeNure		Renee Croushore	
Kenneth Colle		Stephen Scanlan	
Robert LaBarre		Victoria Colle	

Guests:

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Agenda

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

Discussion:

1st: _____ 2nd: _____

Vote outcome: _____

New Business

Interview Team

Reason:

Motion:

Discussion:

1st: _____ 2nd: _____

Vote outcome: _____

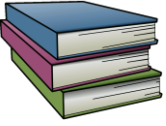
Director Job Posting

Reason:

Motion:

Discussion:

1st: _____ 2nd: _____



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Vote outcome: _____

Old Business

Strategic Planning Committee Update

Reason: The director will update the library board on the progress and actions of the Strategic Planning committee and the project's timeline.

Discussion:

Reopening Guidelines Review

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

Motion:

Discussion:

1st: _____ 2nd: _____

Vote outcome: _____

Director's Report

Discussion:

Adjourn

Motion to adjourn at _____.

1st: _____ 2nd: _____

Vote outcome: _____