

Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

Meeting: Monthly Library Board Meeting

Date: Tuesday, September 13 at 6:00pm

Meeting Leader: Stephen Scanlan

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

ATTENDANCE:

Participant	Present	Participant	Present
Ann DeNure		Renee Croushore	
Kenneth Colle		Stephen Scanlan	
Robert LaBarre		Vicki Colle	
		Elizabeth Clauss	
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	Hours of Operation	
	Placement of Solar Powered Charging Station	
	Village Board Member Appointee	
	Meeting Room Policy	
	Old Business	
	Strategic Planning Committee Update	
	Covid policies	
	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, October 11th at 6:00 PM		

Item Descriptions for the Monticello Library Board Meeting

Call To Order/Roll Call

Stephen Scanlan called the meeting to order at 6:00pm.

Roll Call:

Ann DeNure	x	Renee Croushore	x
Kenneth Colle	x	Stephen Scanlan	x
Robert LaBarre	-	Vicki Colle	x
		Elizabeth Clauss	x

Guests:

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Agenda

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

Discussion:

1st: Ann DeNure 2nd: Stephen Scanlan

Vote outcome: passed

Minutes

Motion: Approve the minutes from 8.9.22.

Discussion:

1st: Ann DeNure 2nd: Renee Croushore

Vote outcome: passed

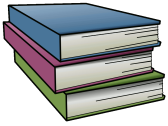
Finance Report

Motion: Approve the Finance Report as given.

Discussion:

1st: Renee Croushore 2nd: Ann DeNure

Vote outcome: passed



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New Business

Hours of Operation

Reason: proposed: open at 9am Monday-Saturday, close at 5pm on Friday, and 1 pm on Saturday.

Motion:

Discussion: provide more opportunities for youth programming, 10am is our busiest hour—opening a bit earlier seems prudent to try. We will promote on Facebook, website, and Steve will have Nicolene at Java Lava post to the community Facebook page

1st: Ken Colle 2nd: Ann DeNure

Vote outcome: passed

New Business

Meeting Room Policy

Reason: We recently cleaned out and spruced up the meeting space and would like to make it available to local groups. Director requests an update of the meeting room policy to make sure that we have all of our bases covered.

Motion:

Discussion: We will discuss further at the October 11 board meeting.

1st: _____ 2nd: _____

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: none

Reopening Guidelines Review

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

Motion:

Discussion: none

1st: _____ 2nd: _____

Vote outcome: _____

Director's Report

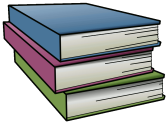
Discussion: see attached

Adjourn

Motion to adjourn at 6:56pm.

1st: Ken Colle 2nd: Ann DeNure

Vote outcome: passed



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Director's Report

Tuesday, September 13, 2022

1. Programming

- a. Jammie Jams storytime at 6:15pm on Mondays, starting September 12, led by Elizabeth. Would like to add additional morning storytimes, too.
- b. Wonderful Wednesdays at 3:30 start September 14 to offer something for school-aged kids. Will offer crafts or activities and a snack.
- c. Stuffed Animal Sleepover coming up on October 3.
- d. Monthly scavenger hunt for kids with a small prize if they find everything.
- e. Class visits are starting! We're welcoming our first group on September 14.
- f. Working on mental health programming with UW-Extension, trying to work with DATCP to set up tech safety/ID fraud programs, looking into a program partnership with Community Co-op.

2. Village Update: Nothing to report.

3. Finance Update

- a. Changed banking information over with Greenwoods State Bank on 8/19/2022
- b. Added Blackstone Audio as an audiobook vendor. They have an Editor's Choice program that waives the \$2.95 repackaging fee and also provides a 10% discount and free shipping.
- c. Opened an account with Staples to order our office supplies. 2% discount on all purchases, free toner recycling, free shipping.
- d. Re-evaluating other book vendors, especially for kids books.
- e. Ordering AV through Midwest Tape or Amazon, whichever is most cost effective.
- f. Would like to look into paying all invoices by credit card.
 - i. Easier for the Village to just cut one check after invoices are approved.
 - ii. Easier for me to reconcile off of just the one credit card statement.
 - iii. No more late fees or missing payments because everything can be paid at time of purchase.

4. Incidents at the Library/Request from Public: None

5. Projects

- a. Cleaned out and painted back room and organized storage room
 - i. Want to offer back room as a meeting space for public groups, as well as use for library programming.

- ii. Meeting Room policy needs to be updated; the current one is included in the Board packet so that we can look at revisions for our October meeting.
- b. Board game and puzzle collection was added at the end of August. All games that were just sitting in storage, so it was a zero-cost collection. Hopefully we'll see more usage out of these moving towards cooler weather and people realizing we have them on offer.
- c. Repackaging audiobooks
 - i. Many of our audiobooks were cataloged in the cardboard boxes they ship in, so Sienna, Delaney, and I worked to get them repackaged and correctly cataloged so they're easier to find and browse.
- d. Weeding
 - i. Adult nonfiction has been weeded and shifted. Upcoming projects include relabeling the biography collection and integrating it into the regular nonfiction shelving and turning that shelf space into a local collection that features Wisconsin authors, topics, etc (and recatalogs a lot of the local stuff that never made the migration to BiblioVation), as well as weeding youth nonfiction and combining the early reader and regular nonfiction.