

# Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

## Meeting: **Library Board Meeting**

**Date:** Tuesday, April 9th, 2019

**Time:** 6:00 PM – 7:20 PM

**Location:** Monticello Public Library

**Meeting Leader:** Scanlan

### ATTENDANCE:

Participant	Present	Participant	Present	Participant	Present
Ann Denure		Janet Willman			
Kenneth Colle		Stephen Scanlan			
Theresa Dunlap		Katrina Linde-Moriarty			
<b>Guests:</b>					

### 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.)	Katrina
6:15 PM	Approvals: <ol style="list-style-type: none"> <li>1. Meeting Minutes from               <ol style="list-style-type: none"> <li>a. 3.5.19</li> <li>b. 3.12.19</li> <li>c. 3.15.19</li> </ol> </li> <li>2. Agenda</li> <li>3. Finance Committee Report               <ol style="list-style-type: none"> <li>a. Director's Finance Report (Monthly, YTD)</li> </ol> </li> </ol>	Scanlan/Katrina
	New Business	
6:20 PM	Working Breaks Policy	Katrina
6:30 PM	Replacing Water Fountain	Katrina
6:40 PM	Director's Evaluation	Scanlan
	Old Business	
6:55 PM	Library Director's Report	Katrina
7:05 PM	Trustee Short Talks: Library Policies	Katrina
7:20 PM	Adjourn	Scanlan
<b>Next Meeting: Tuesday, May 14th at 6:00pm</b>		

## 4.9.19- 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	
Theresa Dunlap		Katrina Linde-Moriarty	

Guests:


### Meeting Minutes from 3.5.19, 3.12.19, & 3.15.19

Motion: Approve the minutes from the previous board meetings.

Discussion:

1st: \_\_\_\_\_

2nd: \_\_\_\_\_

Vote outcome: \_\_\_\_\_

### Agenda

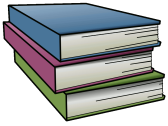
Motion: Approve the agenda.

Discussion:

1st: \_\_\_\_\_

2nd: \_\_\_\_\_

Vote outcome: \_\_\_\_\_



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## Finance Committee Report

Motion: Approve the Finance Committee Report.

Discussion:

1st: \_\_\_\_\_

2nd: \_\_\_\_\_

Vote outcome: \_\_\_\_\_

## Director's Finance Report

Discussion:

## New Business

### Working Breaks Policy

Reason: There are times when library staff have no relief for their breaks due to working solo shifts. The Village's personnel policy (3.1.c) states that if an employee works a shift longer than 4 hours then a 30-60 min. non-paid break must be taken.

Proposal: See document.

Discussion:

Motion: Approve the "Working Breaks Policy" as presented.

1st: \_\_\_\_\_

2nd: \_\_\_\_\_

Vote outcome: \_\_\_\_\_

### Replacing Water Fountain

Reason: Per the recommendation of Brian from public works, we need to replace our water fountain.

Proposal: See document.

Discussion:

Motion: Approve the purchase of the \_\_\_\_\_ model of water fountain.

1st: \_\_\_\_\_

2nd: \_\_\_\_\_

Vote outcome: \_\_\_\_\_

## Director's Evaluation

Reason: The director's 6 mon. evaluation has come due.

Discussion:

## Old Business

### Library Director's Report

Reason: This report is given to the Library Board by the Library Director to improve communication and keep the Library Board up to date.

Discussion:

### Trustee Short Talks: Strategic Planning

Reason: The Library Board is working through the American Library Association's Trustee Short Take series of videos as a continuing education opportunity.

Discussion:

## Adjourn

Motion to adjourn at \_\_\_\_\_.

1st: \_\_\_\_\_

2nd: \_\_\_\_\_

Vote outcome: \_\_\_\_\_