

# Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

## Meeting: **Library Board Meeting**

**Date:** Tuesday, May 14th, 2019

**Time:** 6:00 PM – 7:30 PM

**Location:** Monticello Public Library

**Meeting Leader:** Katrina Linde-Moriarty

### 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	Katrina
6:05 PM	Public Appearances and Citizen Comments (up to 30 min.)	Katrina
6:10 PM	Approvals: <ol style="list-style-type: none"> <li>1. Meeting Minutes from               <ol style="list-style-type: none"> <li>a. 4.9.19</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>	Katrina
	New Business	
6:25 PM	Change Board Meeting Time	Katrina
6:35 PM	Library Closure for Homecoming	Katrina
6:40 PM	SLP Finance Request	Katrina
	Old Business	
6:50 PM	Investment Update	Katrina
7:00 PM	Library Director's Report	Katrina
7:10 PM	Trustee Short Talks: Library Policies & Evaluating the Library Director	Katrina
7:30 PM	Adjourn	Katrina
<b>Next Meeting: Tuesday, June 11th 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 4.9.19

Motion: Approve the minutes from the previous board meetings.

Discussion:

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

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

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

### Agenda

Motion: Approve the agenda.

Discussion:

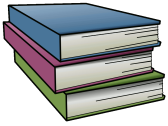
1st: \_\_\_\_\_

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

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

### Finance Committee Report

Motion: Approve the Finance Committee Report.



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Discussion:

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

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

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

## Director's Finance Report

Discussion:

## New Business

### Change Board Meeting Time

Reason: With the joining of our village representative, we should look to see if our present meeting time and date work for all our board members.

Proposal: To be discussed at the meeting.

Discussion:

Motion: Approve to move the library board meeting to \_\_\_\_\_ at \_\_\_\_\_.

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

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

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

### Library Closure for Homecoming

Reason: The library has gotten approval from the Community Club to run a program on the Saturday of Homecoming. Since we usually only have one staff member at the library on Saturdays, we would like to close the library building on Sat, July 13th to allow staff to run a program at Homecoming.

Proposal: See reason above.

Discussion:

Motion: Approve to close the library building on Sat, July 13th.

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

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

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

## Summer Library Program Finance Request

Reason: There are items and expenses we would like to cover with donated funds to make sure we have a well supported and awesome Summer library program. Since this is our first year getting a grip on our finances and not having the added support from the Friends, we don't have an adequate way to compare our SLP to previous years. Having clearance from the board beforehand will help us react to unexpected costs quicker such as adding additional performers, restocking supplies, and offering wonderful prizes. It should be noted that the request has been inflated to include a buffer and it is not the intent of the director to use the full amount.

Proposal: Allow the director to use up to \$5,000 of donation funds to assist with purchases for the Summer Library Program.

Discussion:

Motion: Approve the director to use up to \$5,000 of donation funds to assist with purchases for the Summer Library Program.

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

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

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

## 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 & Evaluating the Library Director

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: \_\_\_\_\_