

# Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

## Meeting: **Library Board Meeting Minutes**

**Date:** Tuesday, June 11th, 2019

**Time:** 4:00 PM – 5:35 PM

**Location:** Monticello Public Library

**Meeting Leader:** Katrina Linde-Moriarty

### ATTENDANCE:

Participant	Present	Participant	Present	Participant	Present
Ann Denure	x	Janet Willman	x		
Kenneth Colle	x	Stephen Scanlan	x		
Robert LaBarre		Katrina Linde-Moriarty	x		
<b>Guests:</b>					
none					

### AGENDA ITEMS:

Start Time	Topic	Lead(s)
4:00 PM	Call to Order/Roll Call	Scanlan
4:05PM	Public Appearances and Citizen Comments (up to 30 min.)	Scanlan
4:10 PM	Approvals: <ol style="list-style-type: none"> <li>1. Meeting Minutes from               <ol style="list-style-type: none"> <li>a. 5.14.19</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
	New Business	
4:25 PM	Library Improvements	Katrina
4:35 PM	Wifi Hotspot Policy	Katrina
4:45 PM	Personnel Policy Discussion	Katrina
	Old Business	
5:00 PM	Investments	Scanlan
5:15 PM	Director's Report	Katrina
5:25 PM	Trustee Short Talks: Evaluating the Library Director	Katrina
5:35 PM	Adjourn	Katrina
<b>Next Meeting: Tuesday, July 9th at 4:00pm</b>		

## Item Descriptions for the Monticello Library Board Meeting

### Call To Order/Roll Call

Stephen Scanlan called the meeting to order at 4:05 pm.

Roll Call:

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

Guests:

None	
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### Meeting Minutes from 5.14.19

Motion: Approve the minutes from the previous board meetings.

Discussion:

1st: Kenneth Colle

2nd: Ann DeNure

Vote outcome: 4/0 Passed

### Agenda

Motion: Approve the agenda.

Discussion:

1st: Ann DeNure

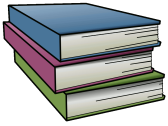
2nd: Janet Willman

Vote outcome: 4/0 Passed

### Finance Committee Report

Motion: Approve the Finance Committee Report.

Discussion: President and director discusses how the checks were being cut in the interim until a village clerk is hired and trained.



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1st: Kenneth Colle

2nd: Janet Willman

Vote outcome: 4/0 Passed

## Director's Finance Report

Discussion: No reports were given due to waiting on the villages reports.

## New Business

### Library Improvements

Reason: The library director and staff members would like to join the children's and juvenile nonfiction collection together into a single space.

Proposal: Some electrical work and a half wall need to be removed for the project. Circulation desk would move into the room where the juvenile nonfiction collection is currently held. The computer area would move to the front reading area. A new multi-use space for reading and programs will occupy the middle between the doors. Many of our furniture will be reused in the design.

Discussion: There was speculation on the price of the project. Otherwise the reception among board members was positive. The next step is to bring electricians in to submit estimates on the project.

### Wifi Hotspot Policy

Reason: Over the last month the Director has been testing out Wifi Hotspots from Sprint to see if they are a good resource for our community. The Library Board needs to approve a policy before they can be loaned out to patrons.

Proposal: See attached policy proposal.

Discussion: There was some worry of patrons abusing the policy if they were not mad to sign it. A section at the bottom of the policy was added for a signature. There were also questions about how good the reception was around town. The director replied that this was the best deal she found on the market presently but would be open to switching providers if a better deal came up.

Motion: Approve the WiFi Hotspot Policy with the addition of line for signatures.

1st: Janet Willman

2nd: Ann DeNure

Last Revised: 7/2/19

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Vote outcome: 4/0 Passed

## Personnel Policy Discussion

Reason: It has come to the attention of the Library Director that permanente part-time staff members do not earn leave benefit until after 5 years of employment. The Library Director would urges the board to consider prorating permanente part-time staff members in accordance with state statutes using the full-time position as a base. There is still some more research on the state statutes for what is considered as part-time and full-time statues before this policy change is fully brought to the board. This will solely be a discussion.

A tentative policy draft is attached.

Discussion: There was significant discussion on the proposed language of the policy although reception of the concept was positive. The director will bring an updated policy after conducting additional research.

## Old Business

### Investment Plan Update

Reason: To further inform the board of where the Director and President are in the investment plan for the library's donated funds.

Discussion: After an update was given, discussion flowed into the subitem below.

### Subitem: Community Foundation of Southern WI Fund Agreement

Reason: A new fund agreement has been brought to the board.

Proposal: See attached document.

Discussion: There was discussion on the terms of the fund agreement provided by CFSW.

Motion: Approve the Community Foundation of Southern WI Fund Agreement.

1st: Janet Willman

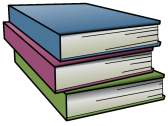
2nd: Ann DeNure

Vote outcome: 3/1 Abstaining - Passed

### 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: There were a few clarifying questions.



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## Trustee Short Talks: Evaluating the Library Director - Postponed

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 5:45 pm.

1st: Ann DeNure

2nd: Kenneth Colle

Vote outcome: 4/0 Passed