

# Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

## Meeting: **Library Board Meeting**

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

**Time:** 4:00 PM – 5:45 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			
Robert LaBarre		Katrina Linde-Moriarty			
<b>Guests:</b>					
Craig Ellefson					

### 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. 6.11.19</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: Electrician's Estimates	Scanlan
4:40 PM	Personnel Policy	Katrina
4:50 PM	Internet Policy Discussion	Katrina
	Old Business	
5:10 PM	Investments	Scanlan
5:20 PM	Director's Report	Katrina
5:30 PM	Trustee Short Talks: Evaluating the Library Director	Katrina
5:45 PM	Adjourn	Katrina
<b>Next Meeting: Thursday, July 25th at 4:00pm - Special Meeting for Electrical Bids</b>		

## Item Descriptions for the Monticello Library Board Meeting

### Call To Order/Roll Call

Scanlan called the meeting to order at 4:00pm.

Roll Call:

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

Guests:

No Guests were present	
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### Meeting Minutes from 6.11.19

Motion: Approve the minutes from the previous board meetings.

Discussion:

1st: LaBarre            2nd: Willman            Vote outcome: 5/0 Passed

### Agenda

Motion: Approve the agenda.

Discussion:

1st: Denure            2nd: Colle            Vote outcome: 5/0 Passed

### Finance Committee Report

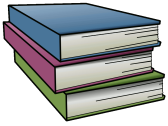
Motion: Approve the Finance Committee Report.

Discussion:

1st: Willman            2nd: LaBarre            Vote outcome: 5/0 Passed

### Director's Finance Report

Discussion: Reports have been completed up to May with the information on hand. Still waiting for back reports from the Village.



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## New Business

### Library Improvements: Electrician's Estimates - Tabled

Reason: To move forward with our renovation project, the board needs to receive and decide upon an estimate from the submitted proposals.

Proposal: See attached documents.

Discussion: There were discrepancies between the two quotes. The board asked the director to reach back out to the electricians to provide fuller quotes and to arrive at a future meeting (7/25) to present their bids in person.

### Personnel Policy

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 urges the board to consider prorating permanente part-time staff members in accordance with state statutes using the full-time position as a base.

Proposal: See attached document.

Motion: To approve the Personnel Policy.

Discussion: There was a discussion on where the policy currently stood and what type of impact this would have on the budget. The director assured that there would be no impact on the budget. The director discussed the research at the system and state level to make sure we were within our parameters to provide these benefits without impacting employment status'.

1st: Colle                      2nd: Denure                      Vote outcome: 5/0 Passed

Amendment to the original motion: To approve the Personnel Policy effective January 1st, 2019.

1st: LaBarre                      2nd: Willman                      Vote outcome: 5/0 Passed

### Internet Policy Discussion

Reason: One of the stipulations of our e-Rate Grant for our technology is to pass a CIPA Compliant Internet Safety Policy.

Proposal: See attached document. (This is a draft. Highlighted areas cannot be altered.)

Discussion: There was discussion about what kind of filtering and software would be installed on the computers under SCLS's technology services, how staff would be monitoring minor's using our computers, and

the parameters around our liability. The director will conduct additional research for the board and organize a time at the special meeting (7/25) to have a SCLS representative present to answer questions.

## 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: There was discussion on the viability of the current CD market. The board talked about parking the money set aside for CDs into a line item in our SCLS Foundation account until the market turned.

Motion: Move the CD money designated at the November 2018 Board Meeting to a separate line item in our SCLS Foundation Account.

1st: Colle      2nd: Willman      Vote: 5/0 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 was a general discussion on how our Summer Library Program was going. Overall very positive. There was also good feedback on the first couple Mobile Library Spots on Wednesday afternoons at Gempler's

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

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 5:33pm.

1st: Denure      2nd: Willman      Vote outcome: 5/0 Passed