Monticello Public Library

Meeting: Monthly Library Board Meeting
Date: Tuesday, September 10th, 2019
Time: 4:00 PM
Location: Monticello Public Library
Meeting Leader: Katrina Linde-Moriarty

ATTENDANCE:

Participant	Present	Participant	Present
Ann DeNure		Janet Willman	
Kenneth Colle		Stephen Scanlan	
Robert LaBarre		Katrina Linde-Moriarty	
Guests:			

AGENDA ITEMS:

Start Time	Topic	Lead(s)
4:00 PM	Call to Order/Roll Call	Scanlan
4:05 PM	Public Appearances and Citizen Comments (up to 30 min.)	Scanlan
4:10 PM	Approvals: 1. Agenda 2. Minutes 3. Finance	Scanlan
4:20 PM	Director's Finance Report	Katrina
	Business	
4:30 PM	2020 Library Budget - Draft Presentation	Katrina
4:50 PM	Adoption of the State Record Retention Schedule	Katrina
5:00 PM	Staff Training Day Closure: October 18th	Katrina
5:10 PM	Renovation Update	Katrina
5:20 PM	Renovation Furnishing Proposal	Katrina
5:30 PM	Director's Evaluation Report	Scanlan
5:40 PM	Director's Report	Katrina
5:50 PM	Adjourn	Scanlan
Next Meeting: Tuesday, October 8th at 4:00pm		

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	
Robert LaBarre		Katrina Linde-Moriarty	

Guests:

Agenda

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

Discussion:

1st: _____   2nd: _____

Vote outcome: _____

Minutes

Motion: Approve the minutes from 8/13/19.

Discussion:
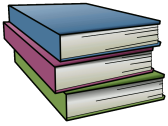
1st: _____   2nd: _____

Vote outcome: _____

Finance Report

Motion: Approve the Finance Report as given.

Discussion:

1st: _____   2nd: _____

Vote outcome: _____

Director's Finance Report

Discussion:

Business

2020 Library Budget - Draft Presentation

Reason: This is an annual task where the library director and board discuss and set the budget for the next year.

Discussion:

Motion: To approve the 2020 Library Budget Draft and to request the amount of $72,679.00 of General Property Tax Funds for the library's budget from the Village finance committee and board which is a continuation of the support that has been granted the past 3 years.

1st: _____   2nd: _____

Vote outcome: _____

Adoption of the State Record Retention Schedule

Reason: The library is already held under this state standard. It is the recommendation of the library director to have these standards formally adopted on record in the library's meeting notes.

Motion: To adopt, follow, and implement the state of Wisconsin's Record Retention Schedule.

Discussion:

1st: _____   2nd: _____

Vote outcome: _____

Staff Training Day Closure: October 18th

Reason: The Green Co. libraries are coming together for an in-service day on Mental Health First Aid Training which is an all day intensive on October 18th. It is the library director's recommendation the the library should be closed to allow our staff to attend.

Motion: To approve the closure of the library on October 18th to allow staff to attend a Staff Training day.

Discussion:

1st: _____   2nd: _____

Vote outcome: _____

Renovation Update

Reason: To update the library board on how the renovation project is proceeding and how the future of the project is shaping up.

Discussion:

Renovation Furnishing Proposal

Reason: Although the library staff attempted to repurpose many library furnishings in the renovation, some need to purchase to better utilize the space. See attachment for library staff recommendations.

Motion: To approve the requested purchases and budgets for furnishings in the library's newly renovated space.

Discussion:

1st: _____   2nd: _____

Vote outcome: _____

Director's Evaluation Report

Reason: The library director's annual evaluation has come due. Two board members conducted the evaluation and will present their recommendations to the board.

Motion: To approve the recommendations for the library director's annual evaluation.

Discussion:

1st: _____   2nd: _____

Vote outcome: _____

Director's Report

Discussion:

Adjourn

Motion to adjourn at _____.

1st: _____   2nd: _____

Vote outcome: _____