

Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

Meeting: Monthly Library Board Meeting Minutes

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	x
Kenneth Colle	x	Stephen Scanlan	x
Robert LaBarre	x	Katrina Linde-Moriarty	x
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

Scanlan called the meeting to order at 4:01 pm.

Roll Call:

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

Guests:

Agenda

Motion: Approve the agenda as set.

Discussion:

1st: Bob LaBarre 2nd: Janet Willman

Vote outcome: 4/0 Passes

Minutes - Tabled

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

Discussion:

1st: _____ 2nd: _____

Vote outcome: _____

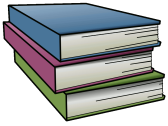
Finance Report

Motion: Approve the Finance Report as given.

Discussion:

1st: Janet Willman 2nd: Ken Colle

Vote outcome: 4/0 Passes



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Director's Finance Report

Discussion: The Director rolls her finance report into preparing the board for discussion on the 2020 Budget.

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: There were clarifying questions to the director on how the budget was created, what trends she has noticed this year, and what she expects in the coming year.

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: Bob LaBarre 2nd: Janet Willman

Vote outcome: 4/0 Passes

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: Ken Colle 2nd: Bob LaBarre

Vote outcome: 4/0 Passes

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: Janet Willman 2nd: Ken Colle

Vote outcome: 4/0 Passes

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: The Board was impressed by the progress on the half wall and the openness of the main space. They were excited to see the library in the next week when the renovation was complete.

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 up to \$2,500 for the requested purchases and budgets for furnishings in the library's newly renovated space.

Discussion: Clarifying questions about the amount needed and if there were any other purchases that needed to be made at this time. The Director assured the board that this amount would be sufficient since most of the furniture was repurposed in the new space. This would help bring the gap in a few areas.

1st: Bob LaBarre 2nd: Janet Willman

Vote outcome: 4/0 Passes

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.

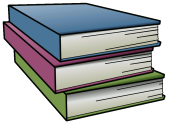
Discussion: The other two board members added their verbal evaluations of the Director's work and were in agreement with the evaluation as presented.

1st: Janet Willman 2nd: Ken Colle

Vote outcome: 3/0 Passes

Director's Report

Discussion: The Director's report included more details about the renovations and the closed of the Summer Reading Program.



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Adjourn

Motion to adjourn at 5:53 pm.

1st: Ken Colle 2nd: Janet Willman

Vote outcome: 3/0 Passes