**Meeting: Library Board**

**Date:** Tuesday June 12, 2018

**Time:** 6:00 PM – 8:15 PM

**Location:** Monticello Public Library

**Meeting Leader: Ann Kaderly, President**

# **ATTENDANCE:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Participant** | **Present** | **Participant** | **Present** | **Participant** | **Present** |
| Ann Denure |  | Ann Kaderly |  |  |  |
| Barbara Duerst |  | Stephen Scanlan |  |  |  |
| Theresa Dunlap |  | Carolyn Seaver, Interim Director |  |  |  |
| Guests: |  |  |  |  |  |
|  |  |  |  |  |  |

**AGENDA ITEMS:**

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| --- | --- | --- | --- |
| **Start Time** | **Topic** | **Lead(s)** | **Action/Motions** |
| 6:00 PM | Call to Order/Roll Call | Kaderly |  |
| 6:05 PM | Public appearances & citizen comments (up to 30 minutes) |  |  |
| 6:05 PM | Approvals:   1. Agenda 2. Meeting Minutes 5/8/2018 | Kaderly |  |
| 6:10 PM | Finance Committee Report   * Approve Report * Discuss of finance items * Petty Cash/Sale tax | Kaderly/Scanlan  Scanlan/Seaver |  |
| 6:40 PM | Old Business:   1. Finalize Library Policies and Procedures 2. Review of Draft Library Board By-laws (Bring Trustee and Policy manuals) 3. Discussion of materials/reports that Board would like to see regularly   3.1 Financial related reports  (Carolyn to provide example)  3.2 Reports on program attendance  3.3 Other  4. Update on Library accounts and accounting  5. Discuss Library Director position-job description  6. Open Meeting Law Review and Closed session concerns  7. Action from Village Board about board size | Kaderly/Scanlan/Duerst/Seaver  Kaderly  Seaver  Dunlap |  |
| 7:25 PM | New Business:   1. 2018/2019 Budget Plan and investments | Kaderly/Seaver |  |
| 7:30 PM | Interim Library Director’s Report | Seaver |  |
| 7:45PM | Closed Session pursuant to Wisconsin Statutes s. 19.85 (1) (c) personnel library director personal developmental plan | Kaderly |  |
| 8:00 PM | Reconvene in open Session | Kaderly |  |
| 8:15PM | Adjourn | Kaderly |  |
| **Next Meeting: Tuesday July 10, 2018 at 6:00 PM** | | | |

**FUTURE AGENDA ITEMS/NEXT STEPS/ACTION ITEMS:**

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| **Task** | **Person Responsible** | **Follow-up Date** |
| Finalize policies/by-laws | Kaderly/Seaver/Duerst | June 2018 |
| Library Calendar | Seaver/Kaderly | June 2018 |
| 2018/19 Budget and possible investments | Kaderly | July 2018 |
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