**Meeting: Library Board**

**Date:** Tuesday July 10, 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:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Start Time Approx.** | **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 -6:10 PM  | Approvals: 1. Agenda
2. Meeting Minutes 6/12 /2018 and 6/18 /2018
 | Kaderly  |  |
| 6:10-6:25PM  | Finance Committee Report* Approve Report
* Categories and account numbers
* Sub Categories definitions--Seaver
* Update on TDS bill
 | Scanlan/Seaver/Kaderly |  |
| 6:25-6:35PM  | Interim Library Director’s Report  | Seaver |   |
| 6:35-7:00 PM  | Old Business: 1. Status of posting minutes and agendas on library website
2. Security camera update
3. 2017 gift to library/village
4. Action regarding increasing Library Board size
5. Distribute Library Policies Procedures and By-laws--Sign acknowledgment of reading library trustee handbook (Bring Trustee and Policy manuals).
6. Discussion of open meeting law-emails
	1. Distribute open meeting summary handout
7. Library Board Officers
 | Kaderly/Duerst/Dunlap/Seaver |  |
| 7:00-7:15PM  | New Business: Committees 1. 2018/2019 Budget Plan (time frame village)
2. Calendar Future Plan for Library-Strategic Plan
3. Investments
4. Contact Mr. Arn Greenwood Bank
5. Facilities
6. Other

Prioritize these committees, lead person and the timeline for each | Kaderly/Seaver |  |
| 7:15-7:45PM  | Closed Session pursuant to Wisconsin Statutes s. 19.85 (1) (c) discuss qualifications and salary of library director  | Kaderly  |  |
| 7:45-8:10 | Library Director Job Description  | Duest/Kaderly |  |
| 8:15PM  | Adjourn | Kaderly  |  |
| **Next Meeting: Tuesday August 14, 2018 at 6:00 PM**  |

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

|  |  |  |
| --- | --- | --- |
| **Task** | **Person Responsible** | **Follow-up Date** |
| Budget-Investments |  |  |
| Committees |  |  |
| Green Co. Library Board Sept. meeting/mixer |  |  |
| Friends of Library Report |  |  |
| Library Usage and staffing patterns |  |  |
| Link Library-South Central |  |  |
|  |  |  |