**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:**

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| --- | --- | --- |
| **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 |  |  |
|  |  |  |