

Meeting of the Monticello Public Library Board Tuesday, June 12, 2018

President A. Kaderly called the meeting to order at 6:02 PM. Roll call was completed.

Present: Barbara Duerst, Theresa Dunlap, Ann Kaderly, and Stephen Scanlan
Interim Director: Carolyn Seaver

Absent: Ann Denure

There were no public appearances or citizen comments.

S. Scanlan made a motion to approve the agenda as posted. T. Dunlap seconded the motion. Motion carried.

S. Scanlan made a motion to approve the meeting minutes from the regular board meeting on 5/8/2018. A. Kaderly seconded the motion. Motion carried.

Finance Committee Report: Scanlan reported that during the past several weeks he has reviewed all library documentation from 1998 – 2006. He was able to find language that indicated that Mr. Gene Lynn would provide funding in the amount of \$2,500/month to support the library. The funding should not supplant Village funds. In addition, Scanlan found language regarding conditions for use of the library, which included posting a plaque that recognizes his Monticello High School Class of 1949, hosting a dinner for his classmates at the library, and the prohibition of campaign materials in the library. All conditions have been met. The Board addressed the latter condition by including a notation within the library policies.

Seaver has been working with the Village Clerk regarding the funding/reporting of funds that will be provided to the Board on a monthly basis. The budget is currently categorized by the Village Clerk in the following ways: Wages, Fringe, Books & Media, General Operations, Outlay-Capitol Equipment, Telephone, and Utilities. Board members expressed the need to have additional categories under general operations that are for internal use only. The library director is able to further categorize the general operations category into the following categories: supplies and equipment, programming, professional development, and facilities that will be shared with the board internally on a monthly basis. S. Scanlan made a motion to approve categories for monthly, internal financial reports. T. Dunlap seconded the motion. Motion carried. ***Seaver will provide written definitions of each of the four subcategories to the Finance Committee and subsequently the Board at the next meeting.***

Moving forward, all bills will be paid through the Village and there will no longer be a Greenwood's Checking account available for the Library Director to write checks. This will require modifications in the financial processes. Seaver, the Finance Committee, and the Village Clerk continue to work on improving the processes. During the discussion, it was identified that the TDS telephone bill currently is being sent to the Village; however, the bill for the library's Internet service is sent directly to the library. B. Duerst made a motion that going forward, the Internet service bill will no longer come to the library, but will be sent directly to the Village. T. Dunlap seconded the motion. Motion carried. ***Seaver was directed***

to check into the possibility of saving money by bundling the telephone and Internet services and changing the billing address for the TDS Internet bill.

During the course of the financial review, irregularities were identified. ***C. Seaver will document the facts related to the situation and submit the written statement via email to the Board members by the close of business on Friday, June 15, 2018.***

B. Duerst made a motion to consult with legal counsel regarding employee gifts. T. Dunlap seconded the motion. S. Scanlan and T. Dunlap were tasked with initiating the consultation, perhaps with the League of Municipalities attorney, or another attorney whom they deem appropriate. Motion carried. ***Potential Agenda Item: Hold special meeting prior to next regular meeting.***

C. Seaver reported that a \$1,000 gift from Mr. Lynn, provided in June 2017, possibly meant to support the annual Homecoming celebration, might not have been properly disbursed. Discussion ensued. The matter will be tabled until the next meeting.

During the review, it was found that personnel information and other confidential items had not been kept in a locked cabinet. C. Seaver provided a request to purchase a locked filing cabinet that matches the office furniture in the amount of \$660.90. S. Scanlan made a motion to purchase a locked filing cabinet to secure the library's legal documents, not to exceed \$700. B. Duerst seconded the motion. Motion carried.

Kaderly shared the state requirements related to charging sales taxes. The library will begin following the policy by charging sales tax moving forward.

The Board discussed the need for having petty cash on hand in the library to provide change for copies and faxes. Amounts were discussed. T. Dunlap made a motion to allow library staff to keep petty cash on the premises, not to exceed \$25.00 at any given time. S. Scanlan seconded the motion. Motion carried. Petty cash will be kept in the locked filing cabinet as well. ***Board discussed need for security cameras in/at the library.***

Old Business: The Library's Policy and Procedure Manual was discussed. Several follow-up items from last meeting were discussed and added to the draft policy manual, including language regarding library use (conditions of use from Lynn donation), disaster policy, and donation policy. S. Scanlan made a motion to approve the Monticello Public Library Policy Manual. T. Dunlap seconded the motion. Motion carried.

The Board next reviewed and discussed the draft bylaws. S. Scanlan made a motion to approve the Monticello Public Library Bylaws. B. Duerst seconded the motion. Motion carried.

In the future all Library Board members will be required to review the Library Trustee Handbook on the Wisconsin DPI website and sign a form stating that they have read and understand the policies on an annual basis.

- ***Kaderly will create a form that all Board members will sign upon reading the Library Trustee Handbook.***

- ***Duerst will do a final review/edit of the policy and bylaws documents, checking formatting and page numbers, and will send final copies to Board members and library.***
- ***Library agendas and minutes will be posted on the library's website.***

Kaderly provided an example of the information that the New Glarus Librarian provides their Board on a monthly basis. Board will continue to discuss information and reporting needs.

Seaver expressed concern related to Board's adherence to Open Meeting Law. Her concern related to citing the purpose for closed sessions. Kaderly reported that she had recently communicated with a representative from SCLS and explained what the Board had been discussing during closed session. He provided, in writing, that the Board's reason/purpose for closed sessions are appropriate. In the future, when there is a need for a closed session, we will provide expanded descriptors so that it is obvious to the public the reason we are in closed session, typically in discussing a specific public employee or employees and their performance.

Several items were tabled until the July regular board meeting. They are:

1. Update on library accounts and accounting
2. Library Director job description
3. Action regarding increasing Library Board size

New Business: The new business item of 2018/19 Budget Plan and Investments was tabled until the next regular board meeting.

Interim Library Director's Report: C. Seaver, Interim Library Director, presented the following Library Director's Report (included as provided):

1. I have been spending some my time researching old files with Steve Scanlan.
2. I have been reviewing adult nonfiction for weeding and moving fiction to center shelves; working with staff and a volunteer.
3. Zoe and I have prepared for SLP which began the Monday, June 4th. Please take a look around the library at the great bulletin boards and display case. I met with grades K-4 at school to promote the program and hand out bookmarks with the performance dates and times. Lots of kids have signed up. 14 kids and 3 adults attended the craft program on Thursday June 7th.
4. I have hired a page and have begun training him this week.
5. I found the information on our office furniture and have a bid for a locking file cabinet, to match the cabinets we have.
6. I spoke with Linn Ledermann about painting the shed. He has not given me a bid, but said it would be less than \$500.
7. Integra Construction LLC put up the shed roof, however the trim pieces that were delivered, were bent. He will return to finish it when he gets the new trim. He replaced 2 pieces of rotted wood when doing the roof.
8. I have been working with the Friends of the Library on getting the Homecoming food stand up and running. We have a way to go. Anne Shultz and Cathy Fink have been the committee to run that and neither are available this year.

9. I need to schedule someone new for our July adult program. The people we had scheduled called today to cancel.
10. It is still my intention to email this report to you in advance. This month has been quite busy.

B. Duerst reminded Seaver that in the future agendas and minutes will be posted on the library's website and she should be aware of making sure to include appropriate information in her report. Dunlap suggested using a more passive voice. Duerst cited the example she had provided to Seaver from the New Glarus Library Director two to three months ago. She also requested that Director report be shared with Board members at or near the time that the agendas are sent. This would allow the Board members to read the report in advance and the report time could be used for asking any clarifying questions. The librarian's report for 06/12/18 meeting was emailed at 4:45 PM. Some of the members did not receive it prior to the meeting.

Closed Session: S. Scanlan made a motion at 9:15 PM to move to closed session pursuant to Wisconsin Statutes s. 19.85 (1) (c) personnel; library director personal development plan. T. Dunlap seconded the motion. Vote was unanimous in favor of moving to closed session following roll call vote. Motion carried.

Open Session: S. Scanlan made a motion to reconvene in open session at 9:45 PM. T. Dunlap seconded the motion. Vote was unanimous to move to open session based on roll call vote. Motion carried.

The Board will hold a special closed meeting on Monday, June 18, 2018 at 6:00 PM at the Monticello Public Library.

Kaderly reviewed future agenda items for the next meeting of the Monticello Public Library Board on Tuesday, July 10, 2018 at 6:00 PM at the Monticello Public Library. Agenda items will include the following:

1. Update on library accounts and accounting
2. Library Director job description
3. Action regarding increasing Library Board size
4. 2018/19 Budget Plan and Investments
5. Follow-up on outcomes of Interim Director tasks re: finances:
 - a. Written definitions of budget subcategories
 - b. TDS billing
6. Status of posting minutes and agendas on library website
7. Lynn 2017 gift to library/village
8. Security cameras

S. Scanlan made a motion to adjourn the meeting. B. Duerst seconded the motion. Motion carried. Meeting adjourned at 9:47 PM.

Next regular meeting is Tuesday, July 10, 2018 at 6:00 PM at the Monticello Public Library.

Respectfully submitted,
Barbara Duerst
Secretary