

## **Meeting of the Monticello Public Library Board Tuesday, September 11, 2018**

President A. Kaderly called the meeting to order at 5:59 PM.

Roll call was taken and the following board members were present: B. Duerst, T. Dunlap, A. Kaderly, and S. Scanlan. A. Denure was absent. Library Director Katrina –Linde Moriarty was also present. Guests for the meeting included Martha Van Pelt and Mark Ibach from the South Central Library System (SCLS).

There were no public appearances or citizen comments.

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

S. Scanlan made a motion to approve minutes from the August 14, 2018 library board meetings T. Dunlap seconded the motion. Motion carried.

**Finance Committee Report:** S. Scanlan reported that he had reviewed and signed monthly bills. Kaderly had not yet done so. Scanlan reported that there was nothing outstanding. Finance committee continues to coordinate timely bill payment with the Village Clerk.

**Closed Session:** At 6:05 PM, S. Scanlan made a motion to move to closed session pursuant to Wisconsin Statutes s. 19.85 (1) (d) considering strategy for crime detection or prevention and including guests M. Van Pelt, M. Ibach, and Detective C. Fiesz from the Green County Sheriff's Department. 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 7:09 PM. T. Dunlap seconded the motion. Vote was unanimous to move to open session based on roll call vote. Motion carried.

**Old Business:** Linde-Moriarty presented and explained two versions of the 2019 library budget. One version included increases for some of the staff. T. Dunlap reported that the Village's allocation to the library would remain the same as the 2018 budget. Based on projections, if spending is continued at same level, we would be approximately \$40,000 over budget. Currently Linde-Moriarty is developing updated job descriptions for staff members, in addition, employees have not had employee evaluations/performance reviews. These tasks need to be completed. Given the lack of current position descriptions and the absence of employee evaluations, the board agreed to focus on the budget that was entitled, alternative as a basis for moving forward for planning for 2019.budget. S. Scanlan made a motion to provide the proposed 2019 budget, labeled alternative budget, to the Village Board. T. Dunlap seconded the motion. Motion carried.

The board discussed the Green County Mixer that was held at the Monticello Library on September 6, 2018. Kaderly reported that approximately five libraries were represented, with two – four representatives from each. Those board members who attended felt that it was a nice event. There was consensus that if such an event is held in the future, there needs to be a focus or purpose. M. Van Pelt suggested that there is a meet and greet that is held at the annual WLA meeting and there are specific trainings for trustees. She suggested trustees consider attending.

Board members discussed Library Director K. Linde-Moriarty's progress. Members commended her on her accomplishments thus far, specifically in a very short time period. Linde-Moriarty is working on personnel schedules by continuing to look at patronage by hour. She is also preparing for comprehensive strategic planning. Kaderly will complete a personnel evaluation of Linde-Moriarty's first few months for her employee file. Board members will continue periodic personnel evaluation check-ins at 3 months, 6 months, and 12 months.

Linde-Moriarty presented the board with an estimate for the purchase and installation of six security cameras to be placed internally and externally. S. Scanlan made a motion to approve the purchase proposed by Audio Video Solutions for cameras and installation in the amount of \$2,029.54. T. Dunlap seconded the motion. Motion carried.

Van Pelt suggested that Linde-Moriarty develop a policy related to patron and staff privacy to present to the board at the next meeting.

The Board has requested that Linde-Moriarty provide recommendations regarding staffing patterns, library usage, and hours. Linde-Moriarty explained that she prefers to have a full year of data prior to making recommendations regarding staffing and hours. The Board will keep this item on the agenda.

Kara Blue from the Albany Public Library will serve as Linde-Moriarty's mentor. Linde-Moriarty has been working with SCLS to learn about potential resources that are provided to local libraries at low or no cost. Kaderly thanked SCLS for their ongoing support, mentoring and training that has been provided to our new librarian and to the Board.

Kaderly reported that Gene Lynn, Monticello Public Library benefactor, passed away on August 23, 2018. Board members will be included in card, flowers, and thank you from the staff that will be sent to the family.

**New Business:** M. Van Pelt provided information about the South Central Library System Foundation. Having received the information, the Board will determine amount they wish to invest at the October meeting.

Linde-Moriarty requested to close the library on Wednesday, September 19, 2018 for an all-staff training that would include active shooter training and team building. S. Scanlan made a motion to approve closing the library on 9/19/18 for staff training. T. Dunlap seconded the motion. Motion carried. Linde-Moriarty reported that the library would re-open that evening at 5:00 PM for the evening book club.

Linde-Moriarty presented a written request from library staff members C. Seaver and Z. Buehl for salary increases in the amount of approximately \$2.00/hour each. Their proposal did not take into consideration the increase in fringe benefits that would accompany the increase. In addition, while the library director salary in Monticello has been the lowest in the county for several years, based on information presented by former library director in fall 2017, staff salaries are within the range of others at the same position and educational level throughout the county. T. Dunlap made a motion to deny the staff members' request for salary increases. S. Scanlan seconded the motion. Motion carried.

Patron policy was tabled until a future meeting.

Linde-Moriarty reported that she needed documentation of transfer of financial power. The following language was presented to the Board for approval:

On August 14, 2018 the Monticello Library Board of Trustees has approved the hiring of Katrina Linde-Moriarty as the new Monticello Library director. Therefore, please make the following changes to the account status and authorized signers as of September 11, 2018. **Remove the following people from the list of authorized signers on the account:** Carolyn Seaver; Sharon Briggs

Authorize Katrina Linde-Moriarty as signer on the account.

T. Dunlap made a motion to transfer financial power to K. Linde-Moriarty effective September 11, 2018. S. Scanlan seconded the motion. Motion carried.

Discussion of strategic planning was tabled till future meeting.

**Library Director's Report:** Linde-Moriarty reviewed her Director's report.

The next regular meeting is October 9, 2018 at 6:00 PM at the Monticello Public Library. There will be a special board meeting on September 18, 2018 at 6:00 PM at the Village Hall.

**Future Agenda Items:** President Kaderly reviewed the following future agenda items:

1. Investments (October)
2. Director performance check-in
3. Security camera update
4. Patron privacy policy
5. Recommendation re: staffing patterns/library hours
6. Link library
7. Strategic Planning
8. Update on transfer of financial power
9. Library personnel position descriptions
10. Budget check-in (ongoing)

S. Scanlan made a motion to adjourn at 8:47 pm. T. Dunlap seconded the motion. Motion carried and the meeting was adjourned.

Respectfully submitted,  
Barbara Duerst  
Secretary