

Meeting of the Monticello Public Library Board Tuesday, August 14, 2018

President A. Kaderly called the meeting to order at 6:00 PM.

Roll call was taken and the following board members were present: B. Duerst, T. Dunlap, A. Kaderly, and S. Scanlan. A. Denure arrived at 6:27 pm.

President Kaderly welcomed our new Library Director, Katrina Linde-Moriarty to her first board meeting. Library Aide, Carolyn Seaver was also present. Linde-Moriarty reported that her first day (today) went well and she is looking forward to many more days ahead.

There were no public appearances or citizen comments.

S. Scanlan made a motion to approve the agenda that was amended to add the Green County Library Mixer under Old Business. T. Dunlap seconded the motion. Motion carried.

S. Scanlan made a motion to approve minutes from July 10, 17, and 23, 2018 library board meetings. T. Dunlap seconded the motion. Motion carried.

Finance Committee Report: A. Kaderly and S. Scanlan reported that they had reviewed and signed monthly bills. Seaver provided a hard copy packet to all Board members that included Village financial reports (line item 700) and Greenwoods checking account.

Old Business: S. Scanlan and T. Dunlap have spent the past month reviewing all 2017 expenditures for the library in preparation for developing the 2019 library budget. Seaver clarified some questions that they had re: spending patterns, specifically related to the Wal-Mart bill. A check to the Local Government Investment Program (LGIP), completed in January 2017, for \$2,000 also brought some questions. Seaver was not able to explain this expense, but will explore further.

Scanlan suggested that K. Linde-Moriarty meet with him and T. Dunlap to review in detail their findings to become more familiar with the library operations.

The board discussed timing of the budget. T. Dunlap said the Village typically tries to have everything solidified by October, thus the Library Board must approve the library's budget in September. S. Scanlan, T. Dunlap, and K. Linde-Moriarty will form a sub-committee to develop and present the 2019 budget at our next meeting on September 11, 2018.

Discussion ensued re: Board's expectations for the 2019 budget. The village portion of the 2018 budget was \$72,679. There was consensus by Board members that staff should have cost of living increase. Scanlan explained to the new library director that over time the board has been trying to provide staff members with annual increases to keep pace with similar library personnel across the county. T. Dunlap reported that it is possible that the Village Personnel Committee will recommend across the board increases to all village employees, which would impact library personnel.

Budget will be presented and approved at subsequent meeting in September.

Kaderly added the Green County Library Board mixer to the agenda, which is scheduled for September 6, 2018 at 6:00 PM. Seaver reported that liquor license is not needed for the event, since we are not vending or charging. Seaver shared Monticello Library Director role with new Director and will provide introduction of new Director to other County Directors. Kaderly will post the mixer as an event because the majority of board members will be there, although no business will take place.

New Business: The Board discussed SCLS plans for orientation for the new Library Director. Ms. Linde-Moriarty is aware of at least eight meetings that will be scheduled. SCLS will be a resource for Director and Board.

Kaderly shared a checklist that she and Duerst had developed as a working document to help the new library Director with outcomes and deliverables. These items were things that they thought were important. Board members had the opportunity to review the document and add to it, as will the new Library Director. This document will be a living document and will be revisited on an ongoing basis. It, along with the Director position description, can also be used as the basis for performance check-ins at 3, 6, and 12 months.

Kaderly reported that Martha Van Pelt from South Central Foundation and Mr. Arn from Greenwood State Bank have been invited to attend our September meeting to discuss potential investing some of our funds. There is currently approximately \$189,000 in our donation account. South Central has a minimum investment of \$500. Scanlan stated that at present, he is more concerned with the board creating a responsible budget, finding out if we can meet our budgetary expectations, and/or whether we will need to retool our funding and/or change our operations. After considerable discussion, there was consensus to focus on the proposed budget at our September meeting and ask the potential investor groups to attend our October meeting.

Next the board began a discussion about the need for strategic planning. Linde-Moriarty will check into resources that are available through SCLS and beyond. She will ask other librarians about their experience with consultants as well as potential costs. A consulting company can help us to develop a short-term plan and some long-term goals and objectives. The Board is excited to have a conversation about where they want to see the library, what we can do better, and our future directions. The Board would love to hear from the staff and patrons as well. The Board will keep revisiting this topic, with the goal of having a plan in place and for the process to begin by January 2019.

Interim Library Director's Report: On behalf of the Board, Kaderly thanked Carolyn Seaver for all of her efforts as the interim library director. The Board acknowledged her hard work and dedication to the library, which is clearly dear to her heart.

Seaver had submitted her written report via email on August 3, 2018. Duerst asked re: attendance thus far, for Harry Potter movie series (occurring in August). Seaver reported that it had been a bit lower than anticipated. In addition to her written report, Seaver asked to add the following requests/information to her report:

- 1) The painter noted that the shed is in need of some kind of eaves troughs on the south side. Scanlan recommended that new Director contact Brian Grossen to see if this could be done internally. Seaver will share contact information with Linde-Moriarty.
- 2) Seaver completed the Destiny upgrade today. There was a glitch with a Windows/Destiny interaction. Seaver will be updating procedure manual for staff that are not familiar with Destiny. The procedure manual has not been updated since two prior upgrades.

Next regular meeting is Tuesday, September 11, 2018 at 6:00 PM at the Monticello Public Library.

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

1. 2019 Budget (September)
2. Investments (October)
3. Green County Mixer wrap-up/debrief
4. Director performance check-in
5. Security camera update
6. Recommendation re: staffing patterns/library hours (related to budget plans)
7. Link library

S. Scanlan made a motion to adjourn at 6:55 pm. Anne Denure seconded the motion. Motion carried.

Respectfully submitted,
Barbara Duerst
Secretary