

Meeting of the Monticello Public Library Board Tuesday, July 10, 2018

President A. Kaderly called the meeting to order at 6:00 PM. Roll call was completed.

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

There were no public appearances or citizen comments.

S. Scanlan made a motion to approve the agenda as posted. A. Denure seconded the motion. Motion carried.

C. Seaver noted that there were several spelling errors (last name of Gene Lynn) in the 6/12/18 meeting minutes. S. Scanlan made a motion to approve the meeting minutes as amended from the regular board meeting on 6/12/2018 and the minutes of the special meeting on 6/18/2018. A. Denure seconded the motion. Motion carried.

Finance Committee Report: Seaver provided a packet of information related to expenditures. Discussion ensued re: line items used to pay for expenses.

Motion by Ann Denure to pay all expenses, including wages and operations, from the 100 and 700 Village line items per 2018 budget. The Board directs the Village Clerk to establish a 705 line item, which includes all donations. Money will not be disbursed from the 705 line item account without specific approval of The Library Board's Finance Committee. Barb Duerst seconded the motion. Motion carried.

Seaver shared the definitions for each of the internal sub-categories within operations line item, as she had been instructed. Discussion ensued regarding whether or not the library is charged for services, such as snow removal. Discussed the potential of sub-contracting snow removal.

Seaver reported that the TDS bill has been combined and Village will be paying both the Internet and telephone bills for the library.

Interim Library Director's Report: Seaver submitted the report prior to the meeting via email. Board members had no questions or concerns. Seaver had an addition to her report regarding the upcoming Green County Library Board Mixer on September 6, 2018 at 6 PM at the Monticello Public Library. The cost of the mixer will be covered by the Green County Library Board. Seaver had a question about applying for a temporary license for alcohol. Seaver will obtain the permit for serving alcohol. The purpose of the mixer is to garner support among the municipalities to request additional financial assistance from the Green County Board of Supervisors.

The Board commends Z. Buehl for the way that she handled the recent emergency situations in the Library.

Old Business: Meeting agenda and minutes are posted on the website from May, 2018 – present, as requested by the Board. Seaver reported that she reviewed other library's board minutes and none, with the exception of New Glarus include the librarian's report.

The police chief did not include library in his recent bid to purchase security cameras. We will continue to follow-up to insure that the library obtains cameras that will be placed both internally and externally.

Board and library staff will consider offering educational programming next year at Homecoming to increase visibility of library and enhance community relations.

Village President has tabled increasing the library board size for the time-being.

Policy manuals were distributed and board members signed document stating that they had received and read the policies and Board materials. The signed documents will be kept on file in Library. Board agreed to reimburse B. Duerst for cost of printing of 13 manuals in the amount of approximately \$245.

Scanlan nominated Ann Denure as Vice President. B. Duerst seconded the motion. She accepted. Dunlap motioned to close nominations. Motion carried. Ann Denure will serve as Vice President of the Library Board by unanimous vote of the Board.

Seaver expressed concern related to Board's adherence to Open Meeting Law. Her concern related to citing the purpose for closed session at this meeting. Kaderly reported that she again communicated with a representative from SCLS and explained that the Board will be discussing specific candidates for the Director's position and compensation for said candidates during closed session.

New Business: S. Scanlan and T. Dunlap will form an ad hoc work group to provide information and make recommendations to the Board regarding the 2018/19 budget. Dunlap reported that the Board should have an idea of their request by the end of September. The budget will be finalized and voted on at the Village level in mid-November.

Kaderly will invite guests to the next regular board meeting to discuss and plan for investing funds from gift account. She will invite Mr. Arn, representative of Greenwoods and a representative from SCLS Foundation.

The need to have a work group that focuses on the library facilities was discussed. This will be discussed further at a subsequent meeting. Seaver will request that the Village Public Works crew clean out the eaves and will secure the services of L.

Lederman to pain the storage shed. Motion by S. Scanlan to authorize Seaver to secure a bid to carry out the painting of the library's storage shed, not to exceed \$500. A. Denure seconded the motion. Motion carried.

Closed Session: S. Scanlan made a motion at 7:29 PM to move to closed session pursuant to Wisconsin Statutes s. 19.85 (1) (c) personnel; discuss qualifications and salary of library director. A. Denure 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 8:02 PM. T. Dunlap seconded the motion. Vote was unanimous to move to open session based on roll call vote. Motion carried.

Kaderly distributed the Monticello Public Library Director Position Description. Board reviewed the document. Motion by S. Scanlan to approve the Library Director Position Description. The motion was seconded by T. Dunlap. The motion carried unanimously.

S. Scanlan made a motion to adjourn the meeting. A. Denure seconded the motion. Motion carried. Meeting adjourned at 8:05 PM.

Next regular meeting is Tuesday, August 14, 2018 at 6:00 PM at the Monticello Public Library.

Future Agenda Items Include:

1. Security Camera Update
2. Library Board Appointments/Size
3. 2018-19 Budget
4. Investments
5. Green County Library Board Mixer
6. Friends of the Library Report
7. Link Library
8. Library Usage and Staffing Patterns
9. Facilities
10. Strategic Planning

Respectfully submitted,
Barbara Duerst
Secretary