**Meeting: Library Board Meeting**

**Date:** Tuesday, March 12th, 2019

**Time:** 6:00 PM – 7:50PM

**Location:** Monticello Public Library

**Meeting Leader: Scanlan**

# **ATTENDANCE:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Participant** | **Present** | **Participant** | **Present** | **Participant** | **Present** |
| Ann Denure  |  |  Janet Willman |  |  |  |
| Kenneth Colle |  | Stephen Scanlan |  |  |  |
| Theresa Dunlap |  | Katrina Linde-Moriarty  |  |  |  |
| Guests:  |  |  |  |  |  |
|  |  |  |  |  |  |

**AGENDA ITEMS:**

|  |  |  |
| --- | --- | --- |
| **Start Time** | **Topic** | **Lead(s)** |
| 6:00 PM  | Call to Order/Roll Call  | Scanlan |
| 6:05 PM  | Public Appearances and Citizen Comments (up to 30 min.) | Katrina |
| 6:15 PM  | Approvals:1. Meeting Minutes from
	1. 12.11.18
	2. 1.8.19
	3. 2.19.19
	4. 3.5.19
2. Agenda
3. Finance Committee Report
 | Scanlan  |
|  | New Business |  |
| 6:20 PM | Adoption and Adaptation of Personnel Policies | Katrina |
| 6:35 PM | Setting Library Page Position Pay | Katrina |
| 6:40 PM | Formation of a Policy Review Committee | Katrina |
| 6:55 PM | Call for Policy Review Committee Appointments | Katrina |
|  | Old Business |  |
| 7:10 PM | Finance Discussion | Willman |
| 7:30 PM | Library Director’s Report | Katrina |
| 7:40 PM | Trustee Short Talks: Library Policies | Katrina |
| 7:50 PM | Adjourn | Scanlan  |
| **Next Meeting: Tuesday, April 9th at 6:00pm** |

###

### Call To Order/Roll Call

Stephen Scanlan called the meeting to order at 6:00 pm.

Roll Call:

#

|  |  |  |  |
| --- | --- | --- | --- |
| Ann Denure  | x |  Janet Willman | x |
| Kenneth Colle | x | Stephen Scanlan | x |
| Theresa Dunlap | x | Katrina Linde-Moriarty  | x |

Guests:

|  |  |
| --- | --- |
| No guests present |  |

### Meeting Minutes from 12.11.18, 1.8.19, & 2.19.19

Motion: Approve the minutes from the previous board meetings.

Discussion:

1st: Theresa Dunlap

2nd: Janet Willman

Vote outcome: Passed 5/0

### Agenda

Motion: Amend the agenda to include item “Donation to the Food Stand” as a New Business Item.

Discussion:

1st: Ann Denure

2nd: Janet Willman

Vote outcome: Passed 5/0

Motion: Approve the amended agenda.

Discussion:

1st: Janet Willman

2nd: Ann Denure

Vote outcome: Passed 5/0

### Finance Committee Report

Motion: Approve the Finance Committee Report.

Discussion:

1st: Janet Willman

2nd: Theresa Dunlap

Vote outcome: Passed 5/0

### New Business

### Donation to Food Stand

Reason: Previously the Friends of the Monticello Public Library set aside $1,500 for the purchase of new equipment for the Food Stand.

Proposal: The director and library board president would like the board to honor this agreement.

Discussion:

Motion: To approve the donation of $2,000 for the purchase of equipment for the food stand from our Greenwoods donation account written out to the Community Club of Monticello.

1st: Janet Wilman

2nd: Kenneth Colle

Vote outcome: Passed 5/0

### Adoption and Adaptation of Personnel Policies

Reason: This policy would better establish the guidelines between when to use the village’s personnel handbook and when to use adapted policies which have been created for our staff members.

Proposal: See document.

Discussion:

Motion: Approve the “Adoption and Adaptation of Personnel Policies” as presented.

1st: Theresa Dunlap

2nd: Ann Denure

Vote outcome: Passed 5/0

### Setting Library Page Position Pay

Reason: When staff members salaries were last reviewed, we had an extra Library Page and Cleaning position listed under the pay structures. The director would like to update the pay structures to reflect the active positions at the library.

Proposal: See document.

Discussion: Some discussion was had as to why this wage was recommended for the position and whether we would stay within budget.

Motion: Set the Library Pages’s hourly wage to $10.00.

1st: Janet Willman

2nd: Ann Denure

Vote outcome: Passed 5/0

### Formation of a Policy Review Committee

Reason: The director would like assistance from the board in reviewing our policies to make sure they are current and fit the needs of our staff members and community.

Proposal: Call for 1-2 board members or other appointments to be selected for the Policy Review Committee. The purpose of this committee is to work with the director to develop a review schedule, research, and bring revised policies to Library Board meetings for review and adoption.

Discussion: There was discussion on what the responsibilities and possible on

Motion: Approve the create of a Policy Review Committee ~~with a minimum~~ of two members and director (one being the director). This committee is tasked with bringing policies in need of review or adoption to the library board with the committee’s recommendations.

1st: Theresa Dunlap

2nd: Kenneth Colle

Vote outcome: Passes 5/0

### Call for Policy Review Committee Appointments

Reason: The newly created Policy Review Committee needs appointments from the library board. The director suggests two library board members be appointed to join the director on this committee.

Proposal: Call for appointments.

Discussion:

Call for Volunteers : Appoint Janet Willman to the Policy Review Committee.

Appoint Ann Denure to the Policy Review Committee.

### Old Business

### Library Director’s Report

Reason: This report is given to the Library Board by the Library Director to improve communication and keep the Library Board up-to-date.

Discussion:

### Trustee Short Talks: Library Policies

Reason: The Library Board is working through the American Library Association’s Trustee Short Take series of videos as a continuing education opportunity.

Discussion:

### Adjourn

Motion to adjourn at 8pm.

1st: Ann Denure

2nd: Kenneth Colle

Vote outcome: Passed 5/0