**Meeting of the Monticello Public Library Board**

**Tuesday, May 8, 2018**

Monticello Public Library Board President, A. Kaderly called the meeting to order at 5:55 PM.

Roll call was taken. Library Board Members present were: Ann Denure, Barbara Duerst, Theresa Dunlap, Ann Kaderly, and Stephen Scanlan. Interim Director, Carolyn Seaver, was also present.

There were no public appearances or citizen comments.

S. Scanlan made a motion to approve the agenda, which was amended to correct the next meeting date of June 12, 2018. A. Denure seconded the motion. Motion carried.

S. Scanlan made a motion to approve the meeting minutes from the regular board meeting on 4/30/18. B. Duerst seconded the motion. Motion carried.

**Finance Committee Report:** There was no finance committee report because of the change in regular Board meeting dates.

**Old Business:** The Board members spent the majority of the meeting time reviewing the draft Monticello Public Library Policy Manual that had been drafted by Interim Director Seaver. After reviewing the policies, it was determined that several items needed follow-up, precluding the Board from finalizing the manual:

* Wording for “Who May Use Library” Section re: genetic profiling or similar term?
* Check into “Conditions of Use” of library from original donor/donation to be included in “meeting room” section
* Sample/example of Disasters Policy to include Fire, Health Emergencies, and Inclement Weather
* Sample/example of wording for new section on monetary donations and assets

Board members will search for the above items and provide them for review and finalization of the policies before the next regular meeting. Library Policy Manual will consist of Library Policies, Village Personnel Manual, Wisconsin State Statutes related to the Library, and Position Descriptions.

*Future Agenda Item: Review library personnel position descriptions*

Review of By-laws was tabled until next meeting.

A. Kaderly provided an update on her conversation with the Village Clerk regarding managing our funds, finance reports, and financial materials that the Board would like to see at each meeting. Discussion ensued.

A. Denure made a motion that moving forward all library bills will be paid by the Village Clerk. S. Scanlan seconded the motion. Motion carried.

Kaderly asked Ms. Seaver to work with the Village Clerk to operationalize process to allow for adequate time to pay bills and have a check and balance for librarian and Library Board regarding finances. Some examples of financial reports were shared with the members.

*Future Agenda Item: Investing funds in Greenwoods account*

**New Business:** A. Kaderly shared a calendar that she developed to include meetings, regular items and issues that should be attended to annually, such as budget and annual reporting to the DPI. Basically the calendar will consist of things the Board needs to do and when they need to do them. A. Kaderly suggested sharing it on google.docs. Not all of the members have access. Other methods of sharing documents were discussed.

**Librarian Report:** C. Seaver shared the following report:

1. I held a staff meeting Tuesday, May 1st and plan to continue to hold monthly staff meetings.
2. Thursday, I attended a UW continuing education class on The Act of Delegation along with 2 other Green County directors. It was paid for by Green County funds set aside for special projects. This is in addition to what we have received for the year.
3. The Green County Library Board would like to have a mixer with all of the individual Library Boards in Green County. They would like to have it here because we are most central. They are looking at Thursday, September 6th. I will keep you informed on the plans.
4. The Active Shooter training that we have been planning has been moved from May to this fall. The date has not yet been set.
5. Zoe’s hours will be changing sometime this fall. She will continue to work Tuesday and Thursday afternoons and evenings, as well as Saturdays. She will no longer work Tuesday and Thursday mornings. Story Time will be moved to 1:30 Tuesday afternoon. She did a survey of the parents and caregivers to determine the best time.

**Closed Session:** A. Denure made a motion at 8:42 PM to move to closed session pursuant to Wisconsin Statutes s. 19.85 (1) (c) personnel. S. Scanlan seconded the motion. Roll call vote was taken. It was unanimous.

**Open Session:** A. Denure made a motion to reconvene in open session at 9:10 PM. B. Duerst seconded the motion. Roll call vote was taken. Motion passed unanimously.

**Adjournment:** S. Scanlan made a motion to request the Village Board to change the Village ordinance to increase the Library Board from a five-member board to a seven-member board. A. Denure seconded the motion. Motion carried.

T. Dunlap will request an agenda item at the next Village Board meeting.

S. Scanlan made a motion to adjourn at 9:15 pm. A. Denure seconded the motion. Motion carried. Next meeting will be held on Tuesday, June 12, 2018 at 6:00 PM at the Monticello Public Library.

**Future Agenda Items:** Agenda items for the June meeting include:

1. Finalize Library Policies and Procedures
2. Review of Draft Library Board By-laws
3. Continued discussion of materials/reports that Board would like to see regularly
4. Update on library accounting processes
5. Update on changing size of Library Board
6. Library Director position description, position expectations, and time-line
7. Closed Session: Personnel

Agenda items for future subsequent meetings include:

1. 2018/2019 Budget Plan and making investments
2. Strategic Plan
3. Review library personnel position descriptions

Respectfully submitted,

Barbara Duerst

Secretary