**Meeting: Library Board**

**Date:** Tuesday May 8, 2018

**Time:** 6:00 PM – 8:15 PM

**Location:** Monticello Public Library

**Meeting Leader: Ann Kaderly, President**

# **ATTENDANCE:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Participant** | **Present** | **Participant** | **Present** | **Participant** | **Present** |
| Ann Denure  |  | Ann Kaderly  |  |  |  |
| Barbara Duerst  |  | Stephen Scanlan |  |  |  |
| Theresa Dunlap |  | Carolyn Seaver, Interim Director |  |  |  |
| Guests:  |  |  |  |  |  |
|  |  |  |  |  |  |

**AGENDA ITEMS:**

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| --- | --- | --- | --- |
| **Start Time** | **Topic** | **Lead(s)** | **Action/Motions** |
| 6:00 PM  | Call to Order/Roll Call  | Kaderly  |  |
| 6:05 PM  | Public appearances & citizen comments (up to 30 minutes) |  |  |
| 6:05 PM  | Approvals: 1. Agenda
2. Meeting Minutes 4/30/2018
 | Kaderly  |  |
| 6:10 PM  | Finance Committee Report* Approve Report
 | Kaderly/Scanlan |  |
| 6:15 PM  | Old Business: 1. Review of Draft Library Policies and Procedures
2. Review of Draft Library Board By-laws (Bring Trustee and Policy manuals)
3. Discussion of materials/reports that Board would like to see regularly

 3.1 Financial related reports  (Carolyn to provide example) 3.2 Reports on program attendance 3.3 Other 4. Update on Library accounts and accounting | Kaderly/Scanlan/Duerst/SeaverKaderly |   |
| 7:15 PM  | New Business: 1. Library Calendar
 | Kaderly/Seaver |  |
| 7:30 PM  | Interim Library Director’s Report  | Seaver  |  |
| 7:45PM  | Closed Session pursuant to Wisconsin Statutes s. 19.85 (1) (c) personnel | Kaderly  |  |
| 8:00 PM  | Reconvene in open Session | Kaderly  |  |
| 8:15PM  | Adjourn | Kaderly  |  |
| **Next Meeting: Tuesday June 5, 2018 at 6:00 PM**  |

**FUTURE AGENDA ITEMS/NEXT STEPS/ACTION ITEMS:**

|  |  |  |
| --- | --- | --- |
| **Task** | **Person Responsible** | **Follow-up Date** |
| Finalize policies/by-laws | Kaderly/Seaver/Duerst  | June 2018 |
| Library Calendar | Seaver/Kaderly | June 2018 |
| 2018/19 Budget and possible investments | Kaderly  | July 2018 |
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