**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/Seaver  Kaderly |  |
| 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:**

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| **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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