



MONROE
PUBLIC
LIBRARY

A Place to Gather & Grow

Board of Trustees Meeting

July 16, 2015

Members :

	PRESENT	ABSENT
Dan Bartholf	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Nicole Cummings	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Daniel Harrigan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Terry Hyland	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Susan Jevens	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gary Neuenschwander	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Leslie Nider	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tom Porter	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cathy Timm	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Staff:

Brooke Bauman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Suzann Holland	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Call to Order:

President Neuenschwander called the July 16th meeting to order at 7:00 pm with a quorum present.

Approval of Agenda:

Trustee Bartholf made a motion to approve the agenda as presented. Trustee Porter seconded the motion. Motion carried unanimously.

Public Comment:

None.

Board Correspondence:

None.

Approval of Minutes:

Trustee Timm made a motion to approve the minutes as presented. Trustee Jevens seconded the motion. The motion carried unanimously.

Director's Report:

The Director's Report, including the Youth Services and Teen updates, was reviewed and discussion was held.

Friends Group Report:

The Friends are looking to host a scavenger hunt in the library in October.

Financial Review:

The financial reports were reviewed with the following balances:

The LGIP account balance was reported at \$ 212,447.07.

The MPL Gift & Special Fund account balance was reported at \$ 17,159.65.

The SCLS Foundation report balance was reported at \$ 581.20.

The list of invoices was distributed.

Trustee Bartholf made a motion to approve the invoices as presented. Trustee Timm seconded the motion. The motion carried unanimously.

Unfinished Business: Marketing Coordinator Position Update

President Neuenschwander noted that there is some closure on the matter. Trustee Bartholf stated Ron Olson went through the salary formula with MASS for the marketing coordinator position. That amount is lower than what the board had anticipated. Ron stated that they could review it again in a year and if additional duties were added, a change could take place, but it was still unlikely that it would get to the rate the board had in mind. Brooke declined to take the position at the same rate she is currently making.

Suzann stated that with an anticipated librarian retirement this year, she would like to hire a marketing and programming librarian. A MLS will be required for the position, but the individual would also need to be proficient in graphic design, marketing and programming.

Suzann also suggested that the board do a salary study before the next professional staff hiring. Suzann will contact Mark Ibach at SCLS to see if they can do the study or if an outside company will need to be hired.

Suzann will work on compiling a job description for the new position and draft an organizational chart for the library.

New Business: Approval of Revised Policy on Volunteers

Suzann reviewed the *Policy on Volunteers* that was distributed in the board packet. There was one addition to the policy stating "Court-ordered community service may not be performed at the library". She indicated that this has been the library's practice, but had just not been in the policy. Trustee Porter made a motion to approve the revised *Policy on Volunteers*. Trustee Jevens seconded the motion. The motion carried unanimously.

New Business: Approval of Professional Staff Salaries for FY 2015-16

Suzann read an email from Ron Olson stating that the School District does not have firm numbers for salary increases. General board consensus was to table the item until there is more information available from the District.

Business from Trustees:

Trustee Porter indicated that his board term is up this year and he does not wish to be reappointed due to his pending move. Advertising for the position will begin next week.

Adjournment:

Trustee Bartholf made a motion to adjourn at 8:10 pm. Trustee Timm seconded the motion. Motion carried unanimously.