



MONROE
PUBLIC
LIBRARY

A Place to Gather & Grow

Board of Trustees Meeting

June 23, 2016

Members :

	PRESENT	ABSENT
Dan Bartholf	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Nicole Cummings	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Daniel Harrigan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Terry Hyland	<input checked="" type="checkbox"/>	<input 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"/>
Cathy Timm	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sarah Wilke	<input type="checkbox"/>	<input checked="" 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 June 23rd meeting to order at 7:00 pm with a quorum present.

Approval of Agenda:

Trustee Hyland made a motion approve the agenda as presented. Trustee Cummings seconded the motion. Motion carried unanimously.

Public Comment:

None.

Board Correspondence:

None.

Approval of Minutes:

Trustee Timm questioned the increase to the overall budget. After a conversation with Ron Olson, she was under the impression the increase was only on the salary and benefits portion of the budget. Suzann indicated that in order to cover the approved salary increases, the increase needs to be on the overall budget. Suzann will follow up with Ron. Trustee Timm made a motion to approve the minutes as presented, with Suzann adding clarifying wording on the budget increase. 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 discussed a possible Friends of the Monroe Public Library Scholarship to be given to high school students living in the Monroe School District area. They are still working out the details.

Financial Review:

The financial reports were reviewed with the following balances:

The LGIP account balance was reported at \$202,939.36.

The MPL Gift & Special Fund account balance was reported at \$13,172.85.

The SCLS Foundation report balance was reported at \$581.45.

The list of invoices was distributed.

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

Unfinished Business:

None.

New Business: Annual Review/Revision of Fine & Fee Schedule

Suzann would like to review library policies annually to ensure the content is still applicable and that trustees are familiar with them. She presented the *Fine & Fee Schedule* with a couple of revisions. "Lost" has been added to the "Library Card Replacement" fee. Fees have also been added for not picking up outerloan materials (\$10.00 per item) and not returning outerloan materials (\$50.00 per item). These outerloan fees were suggested as deterrents for those patrons who don't pick up or return their outerloan items. Fulfilling the requests requires a significant investment of time and money, so the library is looking for a way to recoup some of those costs when the patron does not pick up or return their requested items. Trustee Harrigan suggested having the patron check a box acknowledging that the costs that could be incurred. Trustee Cummings made a motion to approve the *Fine & Fee Schedule* as revised. Trustee Harrigan seconded the motion. The motion carried unanimously.

New Business: Annual Review/Revision of Policy of Exam Proctoring

There is no revision recommended at this time. Suzann is requesting adding the reviewed date to the policy. Trustee Cummings made a motion to add the reviewed date to the policy. Trustee Jevens seconded the motion. The motion carried unanimously.

New Business: Clarification of Board Terms

After reviewing the board member terms, it was discovered that some of the terms are not on the correct 3-3-2 cycle. There are five terms that end this year. This most likely happened when there were multiple vacant incomplete terms on the board. Cindy Rupnow has informed us that it is up to the library board to revise the board terms to get them back on the correct rotation. General consensus was to move have Trustee Cummings' term expire in 2016, Trustee Harrigan's in 2017, and Trustee Jevens' in 2018.

New Business: Consideration of Situation with Individual Patron

Suzann distributed a timeline of incidents with a minor patron. The patron has been barred from the premises until August 1, which prompted the parent to request a meeting with Suzann and the child. Suzann does not feel there would be any benefit to meeting with the parent and child at the same time. The Board agreed that Suzann and President Neuenschwander should meet with the parent to discuss the behavior issues and lay out the expectations for the patron when he is allowed to return.

Business from Trustees:

Next meeting is July 21st, 2016

Adjournment:

Trustee Hyland made a motion to adjourn at 7:53 pm. Trustee Jevens seconded the motion. Motion carried unanimously.