



MONROE  
PUBLIC  
LIBRARY

*A Place to Gather & Grow*

# Board of Trustees Meeting

October 20, 2016

**Members :**

	PRESENT	ABSENT
Dan Bartholf	<input checked="" type="checkbox"/>	<input 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"/>
Andrea Nolan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cathy Timm	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sarah Wilke	<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 October 20th regular meeting to order at 7:00 pm with a quorum present.

**Approval of Agenda:**

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

**Public Comment:**

None.

**Board Correspondence:**

Suzann received a letter from the Monroe Board of Education confirming Trustee Nolan's appointment to the Library Board of Trustees.

**Approval of Minutes:**

Trustee Hyland 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 discussed having a public Quiz Bowl with questions about Monroe, ordering additional merchandise for sale, and the Friends of the Library scholarship.

### **Financial Review:**

The financial reports were reviewed with the following balances:

The LGIP account balance was reported at \$194,147.93

The MPL Gift & Special Fund account balance was reported at \$20,254.55

The SCLS Foundation report balance was reported at \$599.09

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:**

None.

### **New Business: Recap of Cheese Days**

The Library was closed on the Saturday of Cheese Days. There was only one complaint that came in regarding the closure. The feedback from staff regarding the booth was that it really did not get a lot of traffic. Because most visitors to Cheese Days are from out of town, it doesn't really help with the goals of the library, such as getting library card sign-ups. Staff is recommending that the library not have a booth in the future. There was general consensus from the board on this. The possibility of closing the library earlier due to lack of traffic and the parking lot being used by vendors after 4 pm was discussed. The School District office closed at 3:30 pm this year due to the parking lot closure. It was also suggested that the library promote the use of the library's free WiFi service, which can be used from outside of the building, to Cheese Days visitors.

### **New Business: Policy Review Cycle**

Suzann presented a schedule to review policies going forward. It detailed which policies would be reviewed during which month on an annual basis.

### **New Business: Historical Budget Trends**

Suzann distributed a document that shows trends in the library's budget. This was a follow up item from the last meeting when Ron Olson spoke about the increases in the budget. She stated that salaries and

benefits are driving the increase in the budget and that the library hasn't made enough cuts to the operations side in the past to accommodate those increasing costs. There was discussion about the School District's budget difficulties.

**Business from Trustees:**

Next meeting is Thursday, November 17th at 7:30 pm.

**Adjournment:**

Trustee Cummings made a motion to adjourn at 7:40 pm. Trustee Jevens seconded the motion. Motion carried unanimously.