



MONROE
PUBLIC
LIBRARY

A Place to Gather & Grow

Board of Trustees Meeting

February 16, 2017

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 type="checkbox"/>	<input checked="" type="checkbox"/>
Andrea Nolen	<input type="checkbox"/>	<input checked="" 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:

Vice President Hyland called the February 16th regular meeting to order at 7:00 pm with a quorum present.

Approval of Agenda:

Trustee Cummings made a motion approve the agenda as presented. Trustee Timm 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 postponing the Quiz Bowl until April 8th. The Friends Scholarships have been finalized and appear on the scholarship listing at the high school. The Friends voted to continue to fund the Most Wanted DVD collection.

Financial Review:

The financial reports were reviewed with the following balances:

The LGIP account balance was reported at \$194,429.47

The MPL Gift & Special Fund account balance was reported at \$21,364.19

The SCLS Foundation report was not available at the time of the meeting.

The list of invoices was distributed.

Trustee Jevens made a motion to approve the invoices as presented. Trustee Cummings seconded the motion. The motion carried unanimously.

Unfinished Business: Phase II Update

Suzann provided the following updates:

- Cleaning of air vents will be rolled into a project the School District of Monroe is planning.
- The additional media shelving has been ordered at a cost approximately \$7,900 (paid from LGIP). It should arrive in 9-12 weeks.
- Printing services have been ordered at a cost of approximately \$1,700 (paid from LGIP). Will allow patrons and staff to better manage printing costs and payment and allow for mobile printing.
- Historic photos will be blown up and used to decorate the top of the magazine shelving.
- After next week's committee meeting, should be ready for Dimension IV to join the project.
- The casework for the basement lobby and literacy areas still needs to be designed.
- Discussion is continuing regarding the scope of the infill on the second floor.
- Still need to determine if the main stairs that are being proposed can also be used as emergency stairs.
- Bill Batz from MSD can do some of the electrical and lighting work, which will save on the project cost.
- Suzanne Miller will design the entryway to the Children's Area.
- The HVAC system will not be upgraded due to the complexity of the building's current HVAC system.
- Still contemplating the feasibility of a drive up book drop.
- Estimate of total project costs should be coming soon after Dimension IV is on board.

Unfinished Business: Consideration of Revised Policy on Unattended Children

This is a continuation from last month. Additional clarification was added on how to handle children that are not supervised during open hours.

Trustee Cummings made a motion to approve the *Policy on Unattended Children* as presented. Trustee Harrigan seconded the motion. The motion carried unanimously.

New Business: Briefing on Performance of Collection Agency

Suzann distributed a document that indicated the following that for the first six months of the utilizing Unique Management Services to collect unreturned library materials or money that the library has received approximately a 9% return on the investment. There has been a 13% rate of recovery with 82% of the recovery coming in the form of the materials. Suzann will continue to monitor and report back in six months.

New Business: Consideration of Policy on Appropriate Library Behavior

Suzann is not requesting any changes to the policy at this time. Trustee Harrigan made a motion to approve the *Policy on Appropriate Library Behavior* as presented. Trustee Jevens seconded the motion. The motion carried unanimously.

Business from Trustees:

Trustee Timm indicated that she recently spoke to someone who had moved to Monroe from Madison. They stated that the Monroe Public Library is the best library they had ever been to and is far better than any library in Madison. The Monroe Public Library has become their new favorite place in Monroe.

Next meeting is Thursday, March 16th.

Adjournment:

Trustee Jevens made a motion to adjourn at 7:44 pm. Trustee Cummings seconded the motion. Motion carried unanimously.