



MONROE  
PUBLIC  
LIBRARY

*A Place to Gather & Grow*

# Board of Trustees Meeting

March 16, 2017

**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 type="checkbox"/>	<input checked="" type="checkbox"/>
Susan Jevens	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gary Neuenschwander	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Andrea Nolen	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cathy Timm	<input type="checkbox"/>	<input checked="" 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 March 16th 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:**

None.

**Approval of Minutes:**

Trustee Cummings 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 continued discussion on the Quiz Bowl. On April 1, they will look at the number of registrants and determine if it will be held as planned on April 8. They have received the scholarship applications and the committee will begin looking at them.

### **Financial Review:**

The financial reports were reviewed with the following balances:

The LGIP account balance was reported at \$188,886.40.

The MPL Gift & Special Fund account balance was reported at \$21,446.13

The SCLS Foundation report balance was reported at \$625.31.

The list of invoices was distributed.

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

### **Unfinished Business: Phase II Update**

The committee has determined the scope as best they can. The next step is contacting Dimension IV for a proposal for the project.

### **New Business: Consideration of Policy on Collection Development**

The Board reviewed the revised policy. There was only one small revision in the "Access" section. Trustee Cummings made a motion to approve the *Policy on Appropriate Library Behavior* as presented. Trustee Harrigan seconded the motion. The motion carried unanimously.

### **New Business: Consideration of Policy on Special Collections**

The Board reviewed the policy. This is a brand-new policy that covers the new special collections department that will be located in the old Monroe School District Charter School building. Suzann gave an overview of the department. Trustee Jevens made a motion to approve the *Policy on Special Collections* as presented. Trustee Cummings seconded the motion. The motion carried unanimously.

### **New Business: Consideration of Revision to Adult Services Coordinator Job Description**

The Adult Services Coordinator job description was reviewed. Suzann indicated that there was one additional revision to remove the supervision of the Library Specialist for Technical Education from the description. Trustee Nolen made a motion to approve the Adult Services Coordinator job description as revised. Trustee Wilke seconded the motion. The motion carried unanimously. Suzann will forward it to the District for approval by their Policy Committee.

### **New Business: Timeline for Filling Adult Services Coordinator Position**

The timeline was reviewed.

**New Business: Closed Session – Notice of Personnel Action (Informational Only)**

Trustee Bartholf made a motion to go into closed session and to appoint Trustee Cummings to take the minutes in closed session. Trustee Cummings seconded the motion. The motion carried unanimously.

The Board reconvened in Open Session.

**Business from Trustees:**

Trustee Bartholf indicated that Rich Zentner has been hired as the new Director of Buildings & Grounds/Safety & Security. He suggested that Suzann set up a time to meet with him and give him a tour of the building.

Next meeting is Thursday, April 20<sup>th</sup>.

**Adjournment:**

Trustee Jevens made a motion to adjourn at 7:32 pm. Trustee Wilke seconded the motion. Motion carried unanimously.