



# Board of Trustees Meeting

November 16, 2017

**Members :**

	PRESENT	ABSENT
Dave Chugg	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Nicole Cummings	<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"/>
Nikki Matley	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gary Neuenschwander	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kathleen Rinear	<input checked="" type="checkbox"/>	<input type="checkbox"/>
John Tabaka	<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"/>
Laura Schmiedicke	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Andrea Schmitz	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Call to Order:**

President Neuenschwander called the regular meeting of the Monroe Public Library Board of Trustees to order at 7:00 pm with a quorum present.

**Approval of Agenda:**

Trustee Jevens made a motion approve the agenda as presented. Trustee Tabaka seconded the motion. Motion carried unanimously.

**Welcome to New Trustees!**

President Neuenschwander welcomed the new trustees. Introductions were given.

**Public Comment:**

None.

**Board Correspondence:**

Confirmation of the appointments of the trustees was received from the Board of Education.

**Approval of Minutes:**

Trustee Jevens made a motion to approve the minutes of the September regular meeting and November special meeting as presented. President Neuenschwander seconded the motion. The motion carried unanimously.

### **Director's Report:**

The Director's Report, including the department updates, was reviewed and discussion was held.

### **Friends Group Report:**

The Friends discussed making donations to the library at their meeting, along with fundraising ideas for 2018.

### **Board Briefing—WLA Highlights**

Laura and Andrea each provided an overview on what they learned at the WLA conference that was held in October.

### **Financial Review:**

The financial reports for both September and October were reviewed with the following balances at the end of October:

The LGIP account balance was reported at \$183,832.37

The MPL Gift & Special Fund account balance was reported at \$22,991.76

The SCLS Foundation report balance was reported at \$658.72

The list of invoices was distributed.

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

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

Suzann stated that the new stair layout has been set. During the design of the partial infill of the second floor, it was discovered that shelving space would be lost. A meeting with the SCLS design consultant is being planned to see what can be done to resolve the issue. In December, Suzann will provide both the board and staff with an update and solicit feedback.

### **New Business: Consideration of Policy on Meeting Rooms**

Revisions to the *Policy on Meeting Rooms* were reviewed. Trustee Rinear suggested an amendment and then made a motion to approve the *Policy on Meeting Rooms* as revised and amended. Trustee Chugg seconded the motion. The motion carried unanimously.

### **New Business: Consideration of Policy on Library Personnel**

No revisions are recommended at this time.

### **New Business: Consideration of Policy on Circulation**

Revisions to the *Policy on Circulation* were reviewed, with an additional amendment by Suzann. Trustee Jevens made a motion to approved the *Policy on Circulation* as revised and amended. Trustee Rinear seconded the motion. The motion carried unanimously.

**Business from Trustees:**

Next meeting is Thursday, December 21st.

**Adjournment:**

Trustee Tabaka made a motion to adjourn at 7:47 pm. Trustee Chugg seconded the motion. Motion carried unanimously.