



MONROE
PUBLIC
LIBRARY

A Place to Gather & Grow

Board of Trustees Meeting

May 21st, 2015

Members :

PRESENT

ABSENT

Dan Bartholf	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Nicole Cummings	<input type="checkbox"/>	<input checked="" 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"/>
Tom Porter	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cathy Timm	<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 May 21st meeting to order at 7:00 pm with a quorum present.

Approval of Agenda:

Trustee Hyland made a motion to approve the agenda as presented. Trustee Nider seconded the motion. The motion carried unanimously.

Public Comment:

None.

Board Correspondence:

None.

Approval of Minutes:

A correction of the date of the minutes was noted. Trustee Timm made a motion to approve the minutes as corrected. 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:

There was no quorum for the meeting. The Board held discussion on a donation request from the Youth Services Coordinator, Holly Storck-Post, to support the Maker Monday program. The group will also provide a Friends volunteer for the Summer Reading Program kickoff. A survey will be sent out to Friends members on upcoming events.

Financial Review:

The financial reports were reviewed with the following balances:

The LGIP account balance was reported at \$ 222,398.57.

The MPL Gift & Special Fund account balance was reported at \$ 5,169.57.

The SCLS Foundation report balance was reported at \$ 590.86.

The list of invoices was distributed.

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

Meet the Team: Linda Bourquin

Introductions between Linda Bourquin, Volunteer Coordinator/Request Librarian and the Board were made. She discussed how long she has been at the Library and what she does at the Library.

Unfinished Business: Creation of Positions Update

There is nothing new to report. President Neuenschwander would like to discuss the matter with Trustee and MSD Board Representative Bartholf.

New Business: Approval of Revised Policy on Technology Instruction

In light of a recent concern, the following was added to the policy section pertaining to needs that the staff is unable to assist patrons with:

“Guidance on the selection, setup, maintenance or repair of off-site equipment”

Trustee Hyland made a motion to approve the revision to the *Policy on Technology Instruction*. Trustee Jevens seconded the motion. The motion carried unanimously.

New Business: Approval of Revised Policy on Circulation

Several revisions were made to the policy, including making the language easier to read, the addition of the Limited Card, the addition of the Juvenile Explorer Card, the one-time exception of patrons being

able to show a picture ID in lieu of their library card, and addition to the “claims returned” rule pertaining to the Limited Cards.

Trustee Harrigan stated that there should be a timeframe associated with to how often one can show photo ID in lieu of their library card. Instead of making it a one-time exception, he would suggest allowing the exception once per calendar year. Discussion was held.

Trustee Hyland made a motion to approve the *Policy on Circulation* with the revision of replacing “one-time exception” with “once per calendar year exception” in regards to presenting a photo ID in lieu of a library card. Trustee Harrigan seconded the motion. The motion carried unanimously.

New Business: Approval of FY 2015-16 Budget

Suzann presented a draft of the discretionary items budget to the Board. Discussion was held as to why the salary and benefits were not included in the budget proposal. Suzann also explained how the figures were arrived at. It was noted that the budget proposal does show a decrease from the previous year.

Trustee Hyland made a motion to approve the FY 2015-16 budget as presented. Trustee Jevens seconded the motion. The motion carried unanimously.

Business from Trustees:

Next Board meeting will be on Thursday, June 18th.

Adjournment:

Trustee Timm made a motion to adjourn at 7:53 pm. Trustee Harrigan seconded the motion. The motion carried unanimously.