



MONROE  
PUBLIC  
LIBRARY

*A Place to Gather & Grow*

# Board of Trustees Meeting

July 20th, 2017

<b>Members :</b>	PRESENT	ABSENT
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"/>
Nikki Matley	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Staff:</b>		
Brooke Bauman	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Suzann Holland	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Call to Order:**

President Neuenschwander called the July 20th regular meeting to order at 7:00 pm with a quorum present.

**Approval of Agenda:**

Trustee Hyland made a motion approve the agenda as presented. Trustee Nolen seconded the motion. Motion carried unanimously.

**Public Comment:**

None.

**Board Correspondence:**

A thank you note from Ann Mueller was passed around.

**Approval of Minutes:**

Trustee Jevens made a motion to approve the minutes as presented. Trustee Harrigan 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. Suzann noted that three trustee terms were up in September. Trustee Hyland would like to be reappointed, Trustee Harrigan would like to take a break, and Trustee Timm has not yet made her intentions known.

**Friends Group Report:**

The Friends did not meet, but were asked to provide help with the library's Maxwell Street Days sale.

### **Financial Review:**

The financial reports were reviewed with the following balances:

The LGIP account balance was reported at \$189,328.25

The MPL Gift & Special Fund account balance was reported at \$19,506.30

The SCLS Foundation report balance was reported at \$639.96

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

Trustee Neuenschwander and Suzann shared that a complete infill of the 2<sup>nd</sup> floor will not happen, but that the staircase will be reconfigured to take up less room and a lot of changes will be coming to the 2<sup>nd</sup> floor.

### **New Business: Consideration of Policy on Financial Strategy**

No changes were recommended at this time. An explanation of the policy was provided for the benefit of our newer trustees.

### **New Business: Consideration of Policy on Gifts & Donations**

No changes were recommended at this time.

### **New Business: Consideration of Policy on Gift Deposit Accounts**

No changes were recommended at this time.

### **New Business: Consideration of Job Description for Programming & Senior Outreach Librarian**

Suzann noted that the position will be posted next week with a 3-4 week application window. It is hoped that a new person can be in the position by October. Trustee Cummings made a motion to approve the job description as presented. Trustee Nolen seconded the motion. The motion carried unanimously.

### **New Business: Review of Organizational Chart**

Suzann went through the revised organizational chart and answered trustees' questions regarding the relationships.

### **New Business: Approval to Update Non-Represented Job Descriptions**

Suzann requested blanket approval to update the job descriptions to correct the supervisor-subordinate relationships as indicated on the revised organizational chart. Trustee Cummings made a motion to have Suzann make the indicated updates. Trustee Harrigan seconded the motion. The motion carried unanimously.

**Business from Trustees:**

Trustee Hyland noted that his wife has been introducing her literacy students to the wide array of resources available to them at the library. Next meeting is Thursday, August 17th.

**Adjournment:**

Trustee Hyland made a motion to adjourn at 7:38pm. Trustee Jevens seconded the motion. Motion carried unanimously.