



MONROE  
PUBLIC  
LIBRARY

*A Place to Gather & Grow*

# Board of Trustees Meeting

December 15, 2016

**Members :**

	PRESENT	ABSENT
Dan Bartholf	<input checked="" type="checkbox"/>	<input 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"/>
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"/>

**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 December 15th regular meeting to order at 7:00 pm with a quorum present.

**Approval of Agenda:**

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

**Public Comment:**

None.

**Board Correspondence:**

None.

**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.

**Friends Group Report:**

The Friends do not hold meetings in December, but they are continuing to work on the Quiz Bowl that is scheduled to be held in February.

### **Financial Review:**

The financial reports were reviewed with the following balances:

The LGIP account balance was reported at \$194,354.58

The MPL Gift & Special Fund account balance was reported at \$21,552.85

The SCLS Foundation report balance was reported at \$594.92

The list of invoices was distributed.

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

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

The first meeting of the committee was held. Committee members include Gary Neuenschwander, Cathy Timm, Susan Jevens, Rita Grinnell, Jeff Pond, Andrea Schmitz, Bill Batz, and Deb Haeffner from SCLS. The committee looked at the original list for Phase II that had been proposed and struck items that were no longer desired or necessary. They are working to identify construction items versus quick purchases. Tina Gordon from Dimension IV, who was part of Phase I, is on board with the second phase of the project. Phase II could begin by Fall of 2017.

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

The revised *Policy on Circulation* was reviewed. The proposed revisions were made to reflect current practice. Revisions include the availability of outerlibrary loan to non-residents, the limited availability of some databases based on card and location, the mention of non-returned items being turned over to a collection agency, fines for failing to pick up outerlibrary loan items, and what is required for parents or guardians to view their child's library record. Trustee Bartholf made a motion to approve the *Policy on Circulation* as presented. Trustee Harrigan seconded the motion. The motion carried unanimously.

### **New Business: Consideration of Revised Policy on Photography**

The revised *Policy on Photography* was reviewed. Discussion was held. The item was tabled until the January 2017 meeting so that Suzann can do some additional research.

### **New Business: Consideration of Revised Policy on Homebound Delivery**

The revised *Policy on Homebound Delivery* was reviewed. The Volunteer Coordinator has several volunteers ready to provide this service. Discussion was held. It was determined that staff could approve more than 10 items. Trustee Harrigan made a motion to approve the *Policy on Homebound Delivery* as revised. Trustee Nolen seconded the motion. The motion carried unanimously.

### **New Business: Consideration of E-Rate Participation**

Suzann provided a recap of what e-rate is and the history behind the discussion. E-rate was first discussed by the Board in December of 2016. At the time, the Board decided not to participate due to the lack of information regarding the savings, the requirement that both the Literacy Council and Genealogical Society filter, and a few minor issues. SCLS is still unable to provide a cost analysis in time to make a decision for 2017. Suzann is recommending the Board not participate this year, but review again next year. Trustee Hyland made a motion to table e-rate participation until December of next year. Trustee Jevens seconded the motion. The motion carried unanimously.

**Business from Trustees:**

Next meeting is Thursday, January 19<sup>th</sup>, 2017.

**Adjournment:**

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