



Board of Trustees Meeting

December 19, 2019

Members:

	PRESENT	ABSENT
Dave Chugg	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Nicole Cummings	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cathy Goray	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mary Jane Grenzow	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dan Harrigan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Terry Hyland	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jim Plourde	<input type="checkbox"/>	<input checked="" type="checkbox"/>
John Tabaka	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bobbie Thomas	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Staff:

Suzann Holland	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Laura Schmiedicke	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Andrea Schmitz	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Call to Order:

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

Approval of Agenda:

Trustee Cummings made a motion to approve the agenda as presented. Trustee Goray seconded the motion. Motion carried unanimously.

Public Comment:

None.

Board Correspondence:

None.

Approval of Minutes:

Trustee Goray made a motion to approve the minutes of the October 24th regular meeting as presented. Trustee Harrigan 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 group will not meet again until January.

Board Briefing:

There was no board briefing.

Financial Review:

The financial reports were reviewed with the following balances at the end of September:

- The LGIP account balance was reported at \$176,225.01.
- The MPL Gift & Special Fund account balance was reported at \$18,055.37.
- The SCLS Foundation report balance was reported at \$705.61.
- The list of invoices was distributed.

Trustee Grenzow made a motion to approve the invoices as presented. Trustee Cummings seconded the motion. The motion carried unanimously.

Unfinished Business: Phase II Fundraising

Jodi is almost finished with the feasibility study. A full report should be available at the January meeting.

Consideration of Policy on Circulation

A minor revision was proposed to the passage on hold pickup authorizations. Trustee Thomas made a motion to approve the policy as presented. Trustee Grenzow seconded the motion. The motion carried unanimously.

Consideration of Policy on Gift Deposit Accounts

Removal of references to the former board role of Financial Secretary were proposed, as well as clarification of the term “large amount.” Trustee Harrigan made a motion to approve the policy as presented. Trustee Cummings seconded the motion. The motion carried unanimously.

Consideration of Policy on Homebound Delivery

No changes were recommended or made at this time.

Consideration of Policy on Photography

No changes were recommended or made at this time.

Consideration of Job Description for Youth Services Librarian

Suzann explained that District Business Manager Julie Frie felt it was all right to hire under draft descriptions. This is an entirely new job description, created in place of the Teen Librarian position. Trustee Goray made a motion to approve the job description as presented. Trustee Cummings seconded the motion. The motion carried unanimously.

Consideration of Job Description for Circulation Coordinator

Suzann described the changes to this job description. Trustee Goray made a motion to approve the job description as presented. Trustee Tabaka seconded the motion. The motion carried unanimously.

Consideration of Recommending Trustee Removal

Trustee Chugg did not respond to Trustee Hyland's letter. Trustee Thomas made a motion to recommend that the Board of Education remove Trustee Chugg from the library board. Trustee Harrigan seconded the motion. The motion carried unanimously.

Consideration of Recommending Trustee Appointment

Joe Leverton was interviewed in September for a trustee position. Trustee Tabaka made a motion to recommend that the Board of Education appoint Joe Leverton to the library board. Trustee Grenzow seconded the motion. The motion carried unanimously.

Business from Trustees:

Next meeting is at 7pm on Thursday, January 23rd in the 2nd floor meeting room.

Adjournment:

Trustee Tabaka made a motion to adjourn at 7:42pm. Trustee Grenzow seconded the motion.