



Meeting Minutes Board of Trustees

January 25, 2024 | 6:30pm | Via Zoom

Trustees:

PRESENT

Heidi Carvin
Stacy Cavanaugh
Nicole Cummings

Cathy Goray
Ellen Hossman
Gary Neuenschwander

Bobbie Thomas

ABSENT

Teri Ellefson

John Tabaka

Staff:

PRESENT

Suzann Holland
Jeff Pond

ABSENT

Laura Schmiedicke
Andrea Schmitz

Call to Order:

President Cummings called the regular meeting of the Monroe Public Library Board of Trustees to order at 6:36pm with a quorum present.

Approval of Agenda:

Trustee Carvin made a motion to approve the agenda. The motion carried.

Public Comment:

None.

Board Correspondence:

None.

Approval of Minutes:

Trustee Goray made a motion to approve the minutes of the December meeting as presented. The motion carried.

Director's Report:

The Director's Report, including the department updates, was reviewed and discussion was held. Suzann provided supplemental information about the employee medical clinic and forthcoming library closures in late February.

Friends Group Report:

The group is expected to meet soon. They are choosing scholarship recipients and funded the *New York Times* service.

Financial Review:

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

- The LGIP account balance was reported at \$857,718.76.
- The MPL Gift & Special Fund account balance was reported at \$25,500.93.
- The SCLS Foundation report balance was reported at \$329,557.62.

The list of invoices was reviewed. Trustee Carvin made a motion to approve the invoices as presented. The motion carried.

Unfinished Business: Update on Building Project

Suzann reported construction is nearing the halfway point. The crew has run into a few issues with unexpected supporting structures but has worked around them well. The switchover between patron-accessible floors is tentatively scheduled for the last week of February.

Unfinished Business: Consideration of project payment guidelines

A designated fund for outgoing payments is needed. After a review of funds, Trustee Carvin made a motion to designate LGIP as the payment fund. The motion carried. As part of the discussion for this item, Trustees discussed when to remove project funds from the SCLS Foundation. No action was taken.

New Business: Review of *Policy on Collection Development & Maintenance*

No changes were recommended. Trustee Hossman made a motion to affirm the policy as presented. The motion carried.

New Business: Review of *Policy on Special Collections*

No changes were recommended, but Suzann mentioned that the policy would need to be revisited after the renovation is concluded. Trustee Thomas made a motion to affirm the policy as presented, with another review in June. The motion carried.

New Business: Review of *Board of Trustees By-laws*

No recommendations for change came from Trustees. The document will be presented for a vote in February.

New Business: Minor personal update from Suzann

Suzann shared a health issue that is becoming more visible so that Trustees have information if asked about the symptoms.

Business from Trustees and Future Agenda Items

The next scheduled meeting is 6:30pm on Thursday, February 22, at a location to be determined.

Adjournment:

Trustee Cavanaugh made a motion to adjourn at 7:15pm.