

Monroe Library Board
May 7, 2025

Call to Order & Roll Call

Present: Nicki Tapps, Beccy Ver Heul, Stacie McCoy, Rachel Purvis, Kristina Cimaglia
Staff: Brenda Lanser

Approval of Minutes

Stacie McCoy made a motion to accept the April 2nd, 2025, minutes. Seconded by Beccy Ver Heul. Motion carried.

Bills and Financial Statements

The bills and financial statements were presented. A motion to approve payment of the bills ending April 30, 2025, was made by Beccy Ver Heul and seconded by Kristina Cimaglia. Motion carried. Annual magazine subscriptions will be renewed in May.

Director's Report

- Brenda attended an 8-hour training in Mental Health First Aid
- Potential funding cuts to the Institute of Library and Museums are being discussed at the state level
 - Keeping an eye on how this will impact our Library and looking for creative ways to replace any services that are lost
- Planning a couple small events over the summer in collaboration with the community garden

Unfinished Business

- City Budget Update
 - Reviewed the remaining budget for fiscal year 2025 and discussed the possibility of adjusting line-item amounts
 - The Board would like to review the roof inspection for the building that was recently conducted by the city of Monroe
- Time Study
 - Brenda will conduct another study for the month of May to represent a typical month of roles and responsibilities of the library staff
- Policies Revisited
 - The library staff is currently working on a project to update formatting and publish the library policy manual on the library website
 - The project is on track for completion in May or June
 - A committee will be formed by the Board President for the Library Board to collaborate with Brenda to update and organize the content of the library manual
 - The committee will also create an employee manual that is more consistent with current City of Monroe policies in the upcoming fiscal year
 - Weather related & Holiday closings
 - Updates need to be made to include more specific details regarding these items
 - Weather related closing discussion has been tabled to be decided by the new committee
 - Work schedules
 - A suggestion was made to update timesheets and update to a digital system
 - The library staff would need training for any new systems that are implemented

New Business

- Shelter/Landscaping
 - We intend to begin planning and purchase materials at the beginning of the next fiscal year
 - Brenda will write a letter to the Friends of Monroe to request funding assistance for the project
- Vacation request for Library Director
 - Brenda currently has 64 hours of vacation time and accrues 8 hours per month of sick time
 - The Library Board will review and take the request into consideration at the time of Brenda's annual evaluation in June 2025.
- Summer programming
 - Excited and ready to get started with this summer's programming theme 'I Spy A Reader'
- Discuss extending library hours into the evening to make the library more accessible to more patrons
 - Tabled to a future meeting after the time study has been completed
- Need to discuss board member appointments in June

Public Input

No public input.

Next Meeting will be June 4, 2025 at 4:15 p.m.

Adjournment

The meeting was adjourned by general consent at 6:10 p.m.

Minutes submitted by Nicki Tapps, Board Secretary