

Monroe Library Board
August 6, 2025

Call to Order & Roll Call

Present: Nicki Tapps, Beccy Ver Heul, Stacie McCoy, Rachel Purvis
Staff: n/a
Guests: June Hjortshoj, Adam Brouwer

Approval of Minutes

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

Bills and Financial Statements

The bills and financial statements were presented. A motion to approve payment of the bills ending July 31, 2025, was made by Beccy Ver Heul and seconded by Stacie McCoy. Motion carried.

New credit card has been activated and is working for orders.

Director's Report

- 6 programs were held in July with a total of 59 participants
- 9 new library cards were issued in July
- Total checkouts in July was 700
- Old Settlers activities went well & resulted in 2 new library cards being issued
- Need to purchase a new door counter to assess patron use; current counter is not working properly
- 3 programs will be held in August in addition to Old Settlers activities that were held 8/1 through 8/4
 - Adult Creative Arts – 8/8 @ 1pm
 - Ladies Tea Time – 8/19 @ 2pm
 - Book Club – 8/26 @ 1pm

Unfinished Business

- Policy Manual Committee Update ***topic carried forward to 9/3 unfinished business**
 - Committee met to update the Operation & Procedures Manual
 - Removed items that are covered by the City of Monroe manual
 - Reviewed and incorporated staff suggestions
 - Corrected grammar, updated contact information and added information for clarity
 - Resources section has been added to the Board of Trustees Handbook
 - A motion was made by Nicki Tapps to approve all changes, seconded by Stacie McCoy. Motion carried. Updates will be published in August.
- Shelter/landscaping update (Jasper Community Foundation Grant) ***topic carried forward to 9/3 unfinished business**
 - Grant for \$5,000 has been approved
 - Check will be presented on 8/13 between 9am & 11am
 - Work needs to be completed within 6 months and adhere to grant guidelines

- Need to order the shelter materials & schedule construction with the City of Monroe
 - Will discuss remaining budget and project plans once main shelter plans are in order
- Community Survey ***topic carried forward to 9/3 unfinished business**
 - Survey will remain open for feedback through the end of August
 - Will discuss responses in September meeting

New Business

- Adam Brouwer – Independent IT Consultant
 - Nicki Tapps made a motion to approve tech services from Adam on an as needed basis and to assist with resale of outdated technology for donation to the Friends of the Monroe Library, seconded by Stacie McCoy. Motion carried.
 - Microsoft Office 365 subscription could be replaced with Microsoft Office Professional for a one-time cost
 - We will need to review the subscription terms and conditions
 - The Board of Trustees prefers utilizing Google docs and may explore training opportunities
 - Adobe Reader is needed for the main computer, Adam will purchase, install & provide an invoice
- Vacation Hour Approval for Jo
 - A motion to approve 25 hours of vacation per year was made by Nicki Tapps, seconded by Stacie McCoy. Motion carried.
- The Board of Trustees accepted Brenda Lanser's resignation effective 7/24/25
- Updated Director Job Description
 - A motion was made by Stacie McCoy to approve all changes, seconded by Nicki Tapps. Motion carried. Updates will be published in August.
- Director Hiring – Application Review
 - Board of Trustees reviewed and selected three applicants to advance to in-person interviews

Public Input

Next Meeting will be September 3rd, 2025 at 4:15 p.m.

Adjournment

The meeting was adjourned by general consent at 5:45 p.m.
Minutes submitted by Nicki Tapps, Board Secretary