

Mondovi Public Library Board of Trustees

June 7

- 1) President Vettrus called the meeting to order at 4:38 in the Marten Center. All members present except Severson.
- 2) Approval of the Agenda/Revision of the Order – Gunderson moved to approve revised agenda as presented by President Vettrus (to fit previously approved agenda format) Weishaar 2nd, MC.
- 3) Public Comments – none
- 4) Consent Agenda a) Approval of the May Minutes b) Approval of the May bills Weishaar moved to approve, Rykal 2nd, MC.
- 5) Items removed from Consent Agenda – none
- 6) Regular Agenda
 - a. Action
 - i. Bank Account Signature Cards – Gunderson moved to formally remove former library director Katelyn Nowak’s name and debit card from Alliance Bank Account ####6 and replace with new director’s name: Alexa Newman. Stelzleni 2nd. MC.
 - ii. Closed Session (State Statute 19.85 (1) (c)) to determine Petty Cash Procedure Stelzleni moved to convene to Closed Session, Weishaar 2nd, MC.

Determined Petty Cash Procedure:

- 1) All expenditures must be approved by the acting library director
 - 2) Petty Cash Fund may be replenished when low up to \$100 from the operating budget
 - 3) All donations/deposits must go through the City of Mondovi budget process
 - 4) Request that the City of Mondovi issue a credit card (linked to the City Account) to the acting library director to use for online library related purchases
 - 5) Use City Approved Form and attach to receipt for all purchases from Petty Cash Fund
 - 6) Close Alliance Bank Account ####6 with remaining balance to go to City operated library account
- iii. Return to Open Session: Approve Petty Cash Procedure
Rykal moved to return to Open Session, Gunderson 2nd, MC. Gunderson moved to approve the determined Petty Cash Procedure, Weishaar 2nd, MC. Rykal moved to close Alliance Bank Account ####6 with balance to be deposited through the City of Mondovi to the library operational budget.

Gunderson 2nd, MC. Gunderson moved to obtain a credit card that is linked through the City of Mondovi's credit card for the acting librarian to use for library related purchases. Weishaar 2nd, MC.

b. Discussion

- i. Director's Report – see attached
- ii. Building Project Update – Approve 16,000 towards matching 100,000 fund
- iii. Story Walk – ask Lion's Club for support if held again in Lion's Park
- iv. July 4th Parades – staff will walk in the parade, advertise to correlate with Pork in the Park event
- v. Beer Bottles – Gunderson will check on interested buyers
- vi. Trustee Education Essential 18: Library Board Appointments and Composition – discussed coordination of school/library programming

7) Board Member Communications

- a) Final Questions/Comments from the Board – August Ashley Furniture fundraiser, no specifics yet; October - Oktoberfest Pancake Breakfast; November – lefse lessons; request annual goals from new director Note: new director email: a.newman.lib@gmail.com

8) Next Meeting July 5, Marten Center

9) Adjournment – Stelzleni moved to adjourn, Rykal 2nd, MC. Meeting adjourned at 6:43.

Heidi Weber,

Secretary