

MILTON PUBLIC LIBRARY | BOARD OF TRUSTEES
February 4, 2019, 6:30 p.m.
Community Room @ Milton Public Library | 430 E. High St. Milton, WI

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: January 9, 2019
4. Approval of Expenditures for January 2019
5. Director's Report
6. Report on ALS activities
7. TAB President's Report
8. New Business
 - a. Review and Approve 2018 Public Library Annual Report
 - b. Discussion and possible action on job description for Library Assistant
 - c. Discussion and possible action on job description for Circulation and Technical Services Assistant
 - d. Discussion and possible action on job description for Circulation and Public Information Assistant
 - e. Possible action on Patron Code of Conduct policy
 - f. Possible action on Author Visits and Book Signing policy
 - g. Discussion and possible action on DVD loan periods.
 - h. Discussion and possible action regarding schedule for Library Board meetings
9. Consideration of a motion to convene into closed session pursuant to Wisconsin Statute Section 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction of exercises responsibility re:
Evaluation of Library Staff Compensation
10. Reconvene into open session for discussion and possible actions(s) on Library Staff Compensation.
11. General Items
12. Next meeting: Monday, March 4 at 6:30 p.m.
13. Motion to Adjourn
14. Adjournment

***Please note that upon reasonable notice, at least 48 hours in advance, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information to request this service, please contact the Library Director's office at 868-7462, 430 E. High Street., Milton, WI 53563*

**PROCEEDINGS OF THE
MILTON PUBLIC LIBRARY
BOARD OF TRUSTEES
January 9, 2019**

Call to Order: The meeting was called to order at 6:30 p.m. by President Annette Smith. Present: Bill Wilson, Deb Dean, Rose Stricker, Theresa Rusch, TAB President Marilla S. and Director Ashlee Kunkel
Absent: Tim Schigur and Jen Schuetz

Approval of Agenda: Stricker moved approval of the agenda, seconded by Rusch. Motion approved unanimously.

Approval of Minutes: Rusch moved approval of the minutes of the meeting of December 3, 2018, as distributed, seconded by Smith. Motion approved unanimously.

Approval of Expenditures: Expenditures include payment for internet access and fire system and security cameras quarterly payment. Rusch moved approval, Stricker seconded. Motion approved unanimously.

Director's Report: Kunkel reported that although MPL went down in physical checkouts, the number of digital downloads has increased.

Arrowhead Library System Report: Wilson reported that ALS ended the year in the black.

TAB President's Report: – There was no meeting in December; rescheduled for January 11. The Astronomy presentation had 9 attendees.

New Business

“Retire the Debt” campaign update – MPL received quite a few donations in December.

Request to the Community Foundation of Southern Wisconsin for transfer of funds to pay for library furnishings - request is tabled until next month

Review of Patron Code of Conduct policy - reviewed policy for approval next month

Review of Author Visits and Book Signing policy - reviewed policy for approval next month

Discussion of Technical Services/Outreach Coordinator position - Kunkel proposed several options to rearrange hours and shuffle job duties within the MPL staff. Next month the board will review a proposal and possibly take action

General Items: Wilson shared some ideas for a State/Public Library/School District partnership. Kunkel noted that the ALS Directors are taking a look at Library fines and fine policies.

Adjournment: Stricker moved adjournment and Wilson seconded the motion. Motion approved unanimously and the meeting adjourned at 7:07 p.m.

Next meeting date: Monday, February 4, at 6:30 p.m.

Respectfully Submitted,
Deborah Dean

**Library Expenditures
January 2019**

Arrowhead Library System:	\$13,790.07
Amazon: Books & AV, Office Supplies	\$702.25
Baker & Taylor Books	\$1274.96
Corporate Business Services	\$79.54
Facebook: Advertisements	\$19.00
Gazette Subscription	\$24.50
TechMax Monthly Server Agreement	\$
Susan Young Presentation	\$60.00
Hometown News Job advertisement	\$33.00

Director's Report

Staff has completed planning for spring and summer programming.

We've booked New York Times Best-Selling author Jen Mann for an April author visit. Staff was excited about the turnout and experience of having Susan C. Young. It would be great to have more similar programs.

I have looked more into getting a second drop on the other side of town. I have talked with Steve from ALS as well as the delivery drivers and pickup seems feasible.

Staff attended several webinar sessions as part of the Wild Wisconsin Winter Webinar conference.

Library closed early on Tuesday, January 26 and was closed all day Wednesday, January 30. City Hall is looking into the library's obligations as a warming center.

I've registered for a strategic planning workshop in April through CVMIC. Hoping to really start the strategic planning process after summer.

JANUARY PROGRAMMING		
Age	# of programs	# of participants
Children	21	573
Tween (9-12)	1	8
Teens	5	26
Adult	4	70
Proctoring		5
1-on-1		20
Total		702