



**MILTON PUBLIC LIBRARY  
MILTON, WI 53563**

**BOARD OF TRUSTEES  
March 25, 2015  
7:00 p.m.**

## **AGENDA**

1. Call to order.
2. Approval of Agenda.
3. Approval of Minutes: February 25, 2015
4. Approval of Expenditures for March, 2015
5. Director's Report:
  - a. President's Report on ALS activities
6. New Business:
  - a. Discussion and possible action regarding new Library Board By-law to include teen board member in an advisory capacity.
  - b. Discussion and possible action regarding opening the Library later on May 14 to accommodate staff training class.
  - c. Update: fundraising and expansion status
7. General Items.
8. Next meeting: Wednesday, April 22 at 7:00 p.m.
9. Motion to Adjourn

**PROCEEDINGS OF THE  
MILTON PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**PROCEEDINGS OF THE MILTON PUBLIC LIBRARY BOARD OF TRUSTEES**

February 25, 2015

Call to Order: The meeting was called to order at 7:04 P.M. by President Bill Wilson. Present: Tim Schigur, Rose Stricker, Anissa Welch, Bill Wilson, and Director Brooks

Excused: Deb Dean, Jen Schuetz and Annette Smith

Guests: Kevin Eipperle, Gregg Baum, and Lynda Clark

Approval of Agenda: Schigur moved approval of the Agenda as distributed, seconded by Welch. Motion was approved unanimously.

Approval of Minutes: Stricker moved approval of the minutes of the meeting of January 28, 2015 meeting as distributed, seconded by Schigur. Motion was approved unanimously.

Approval of Expenditures: Director offered brief comments regarding a few specific items indicating that most were routine. Acceptance of the expenditure report was moved by Welch and seconded by Stricker. The motion was approved unanimously.

Director's Report

The Director indicated that an important City Council meeting will be held on March 17, 2015. On the agenda will be a motion to provide funding in the amount of \$750,000 for health, safety, and infrastructure upgrades to the Shaw Building.

The Director and the Board President also presented information regarding fundraising activities.

Arrowhead Library System Report

Bill Wilson indicated the ALS budget is in good shape and that a small fund balance will be carried forward from 2014 to 2015. He also reported that ALS is embarking on a strategic planning effort.

New Business

a.) Discussion of the Shaw Building second floor demolition and health, safety, and infrastructure upgrades. Kevin Eipperle and Gregg Baum of FEH Associates presented an estimated budget covering the demolition and health, safety, and infrastructure upgrades necessary to move the Library expansion project forward. For a cost of approximately \$800,000, the Library would be able to install a sprinkler system and activate it for the second level, upgrade restrooms throughout the building, and address other code issues such as a non-compliant emergency exit on the North end of the building. The Board affirmed by consensus that these cost estimates should be used as the Library continues to secure City funds.

b.) Review and approval of the 2014 Annual Report to DPI. Director Brooks presented the Annual report and answered a few questions regarding specific items. The large number of users coming from outside the City was particularly noted in affirmation of the fact that the Library is a destination that draws a significant number of people into the City. Schigur moved approval of the 2014 Annual Report as presented. Stricker seconded the motion. The motion was approved unanimously.

c.) Discussion on having a Teen Advisory Board (TAB) member serving as an ex-officio non-voting member of the Library Board. The Board was in agreement that this is an excellent idea and directed Director Brooks to take the necessary steps to facilitate having this happen.

#### General Items

Lynda Clark presented information about the City's upcoming public information initiative through Charter Cable and indicated that the Library could provide some content to fill the "doughnut hole." The Board agreed by consensus that this was a good idea.

The Next meeting will be held Wednesday, March 25, 2015 at 7:00 PM.

#### Adjournment

Welch moved adjournment and Schigur seconded the motion. The motion was approved unanimously and the meeting was adjourned at 7:50 PM.

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Respectfully Submitted,

William J. Wilson

Library Expenditures  
March 2015

|                          |             |
|--------------------------|-------------|
| Amazon<br>AV materials   | \$ 311.37   |
| Baker & Taylor<br>Books  | \$ 3,008.06 |
| Quill<br>Office Supplies | \$ 69.87    |

## DIRECTOR'S REPORT

### ACTIVITIES

I attended meetings with: ALS directors, Library Staff, City Department Heads, Library Foundation President, City Council, DTC Networks, and various fundraising committees.

Arrowhead Library Directors interviewed three local IT companies and is looking at DTC Networks as the new IT service provider for ALS libraries.

Ruth Wivo received the Library Volunteer of the Year award at the City of Milton's Commitment to Community Awards Dinner. Library Staff nominated Ruth for her long-time dedication to the library.

Ruth has averaged 200 hours a year for over 21 years. She's organized thousands of donated book sale items and book sale volunteers. Her efforts helped to raise over \$2, 500 each year for library services and programs.

## ACTIVITIES

| <b>Date</b>                             | <b>Program</b>                    | <b>Total</b> |
|---|-----------------------------------|--------------|
| <b>Storytime</b>                        |                                   |              |
| February 3                              |                                   | 31           |
| February 10                             |                                   | 32           |
| February 17                             |                                   | 24           |
| February 24                             |                                   | 28           |
| <b>Children</b>                         |                                   |              |
| February 2-6                            | WeDo Lego Robotics                | 5            |
|   | All Day Mardi Gras                |              |
| February 17                             | Craft                             | 16           |
| February 26                             | Lego Day                          | 7            |
| <b>Outdoor Adventures-<br/>All Ages</b> |                                   |              |
| February 7-21                           | Saturday Snowmen                  | 17           |
|   | Ice Skating w/<br>Janesville Jets |              |
| February 22                             |                                   | 25           |
| February 24                             | <b>Northside Visit</b>            | 50           |
| <b>Teens</b>                            |                                   |              |
| February 6                              | Wired Afterhours                  | 4            |
| February 8-14                           | You Had Me at Hello               | 4            |
| February 10                             | MAYC                              | 5            |
| February 18                             | TAB - SNC                         | 5            |
| February 25                             | TAB                               | 10           |
| February 27                             | Arm Knitting                      | 1            |
| December 1 -<br>February 20             | Shelf Readers                     | 3            |
| <b>Adult</b>                            |                                   |              |
| February 16                             | Forgotten Wisconsin               | 7            |
| February 18                             | Mystery Book Club                 | 6            |
| <b>Individual Instruction</b>           |                                   |              |
| February 1-28                           |                                   | 7            |
| <b>Proctoring</b>                       |                                   |              |
| February 1-28                           |                                   | 5            |

## UPCOMING

April 17-19 – Friends Book Sale  
April 22 – Library Board Meeting  
May 27 – Library Board Meeting

LIBRARY BOARD BY-LAWS: ADDITION OF TEEN BOARD MEMBER

Per the February Library Board meeting discussion, the following addition has been made to the Board's by-laws.



BYLAWS

ARTICLE I  
Identification

This organization is the Board of Trustees of the Milton Public Library, located in Milton, Wisconsin, established by the Wisconsin municipality of Milton, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under said statute.

ARTICLE II  
Membership

Section 1. Pursuant to Chapter 43 of the Wisconsin Statutes, the Board of Trustees of the Milton Public Library shall consist of seven (7) members, who shall be appointed by the Mayor of the City of Milton, one whom shall be a school district administrator or his representative to represent the public school district; only one may be a member of the City Common Council.

**Section 1.a. A Teen Representative, aged 13-18, may serve as an ad hoc member of the Library Board for a one-year term. The Teen Representative shall not be an official member of the Board and shall not have voting rights, but serves in an advisory capacity and is encouraged to contribute to the discussion of any matter that comes before the board. The Teen Representative shall be excluded from any closed sessions. The Teen Representative is selected by the Young Adult Librarian and may be removed from this advisory position by a majority vote of the Library Board.**

Section 2. Term of office shall be for three (3) years, and shall begin in July, at the annual meeting date. No member of the Board shall serve more than three (3) full terms consecutively.

Section 3. When any Board member fails to attend four (4) consecutive meetings of the Board, the Board may recommend to the City Council that the position be declared vacant and the member be removed for cause.

## ARTICLE III Officers

- Section 1. Officers of the Board shall be President, Vice President, and Secretary.
- Section 2. The officers shall be elected annually at the time of their annual meeting. Vacancies in office shall be filled at the next regular meeting of the Board after a vacancy occurs.
- Section 3. The duties of the officers shall be those of associations and organizations of its type and in accordance with their titles.

## ARTICLE IV Meetings

- Section 1. The regular meetings shall be held each month, the date and hour to be set by the board at its annual meeting. The annual meeting shall be held in conjunction with the regular meeting in July of each year.
- Section 2. Special meetings may be called by the President or upon written request of four (4) members for the transaction of business as stated. Written notice stating the time and place of any special meeting and the purpose for which called shall be given each member of the board at least one (1) day in advance of each meeting.
- Section 3. Four (4) or more members shall constitute a quorum for the transaction of business.
- Section 4. All Board meetings shall be held in compliance with Wisconsin's open meetings law (Wisconsin Statutes Sections 19.81 to 19.98).
- Section 5. The order of business shall be as follows:
- Call to order
  - Approval of agenda
  - Approval of minutes
  - Approval of expenditures
  - Director's report
  - President's report
  - New business
  - General items
  - Next Meeting
  - Motion to adjourn
- Section 6. Robert's Rules of Order, last revised edition, shall be govern the parliamentary procedure of the Board.



## ARTICLE V Library Director

The Library Director shall be appointed by the Board of Trustees and shall be responsible to the Board. The Library Director shall be considered the library administrator and shall have sole charge of the library under the discretion and review of the Board. The Library Director shall be responsible for the care of the building and equipment, for the direction of the staff, for the efficiency of the library's service to the public and for the operation of the library under the financial conditions set forth in the annual budget.

## ARTICLE VI Duties of the Board of Trustees

The Board shall have such duties and responsibilities as provided for in Chapter 43 of the Wisconsin Statutes and in such other statutes pertaining to municipalities.

Reviewed and Updated: 10/24/2001

Reviewed and Updated: 4/18/2007

Reviewed and Updated: 1/18/2012

Reviewed and Updated: 3/25/2015

## NEW BUSINESS

### MAY 14 DELAYED OPENING OF LIBRARY FOR STAFF TRAINING

The Library has asked Jean Anderson, South Central Library System Continuing Education Consultant, to teach a Crisis Prevention Institute class. She is certified by the Crisis Prevention Institute to teach their Prepare Training program. The class takes about 3-3.5 hours. Here are the course objectives:

1. Recognize early warning signs of anger or hostility
2. Effectively utilize personal space, body language, and paraverbal communication to relieve tension and defuse hostility
3. Employ verbal intervention strategies to de-escalate situations before they become more disruptive or potentially dangerous
4. Maintain an objective and professional attitude when responding to an agitated individual
5. Invoke four priorities essential to your organization's Violence Response Procedures
6. Effectively debrief once tension reduction occurs

She is available on Thursday, May 14. We would start class at 8:30 a.m. and finish around noon. The Library would open at 1:00 p.m., leaving time for lunch and staff opening duties. Thursday was also chosen as it's the slowest day of the week.