

**MILTON PUBLIC LIBRARY
MILTON, WI 53563**

**BOARD OF TRUSTEES
MAY 28, 2014
7:00 p.m.**

AGENDA

1. Call to order
 2. Approval of Agenda
 3. Approval of Minutes: April 23, 2014
 4. Approval of Expenditures for May 2014
 5. Director's Report:
 - a. President's Report on ALS activities
 6. New business:
 - a. Discussion and possible action re: Job description update for Library Reference Assistant I
 - b. 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 or exercises responsibility re: Evaluation of proposed promotion and wage adjustment for Library Reference Assistant I.
 - c. Reconvene into open session for discussion and possible action(s) on recommended promotion and wage adjustment for the position of Library Reference Assistant I.
 - d. Campaign planning update
 7. General Items
 8. Next meeting: Wednesday, June 25, at 7:00 p.m.
 9. Motion to Adjourn
- Adjournment.

**PROCEEDINGS OF THE
MILTON PUBLIC LIBRARY
BOARD OF TRUSTEES
April 23, 2014**

Call to Order: The meeting was called to order at 7:07 P.M. by President Bill Wilson. **Present:** Anissa Welch, Rose Stricker, Jen Schuetz, Deb Dean, and Director Brooks. **Excused:** Annette Smith and Tim Schigur

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

Approval of Minutes: Stricker moved approval of the minutes of the meeting of March 26, 2014 meeting as distributed, seconded by Schuetz. 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 Schuetz and seconded by Welch. The motion was approved unanimously.

Director's Report

The Director reported that the Milton Police Dept. worked with patrons to get around \$600 worth of items back for the library. One on One computer classes continue to be very successful.

Arrowhead Library System Report

Wilson reported that the ALS approved a balanced budget at their last meeting; the move to Milton will help the ALS budget because of a decrease in rent.

New Business

- a. Expansion Update: MPL is moving ahead with phase 1 of fundraising efforts. There will be a meeting in May to begin planning phases.
- b. Spark Lab - Discussion of renovation of library's community room for Spark Lab. Spark Lab chalkboard area offers an outlet for creativity.

General Items

Welch informed the Board that the Milton Youth Coalition is partnering with Janesville Mobilizing for Change to host "Good Drugs Gone Bad", a 30 minute presentation on the dangers of prescription drugs. The Youth Coalition would like to host a presentation in the library for the community.

Adjournment

Welch moved adjournment and Stricker seconded the motion. The motion was approved unanimously and the meeting was adjourned at 7:40 PM.

Respectfully Submitted,

Deborah Dean

Library Expenditures

May 2014

Amazon Books & AV	\$ 1,561.01
Baker & Taylor Books	\$ 931.66
Crystal Computers Public PC issues, Printer and PC install	\$ 1,185.00
Jax Summer Reading materials	\$ 176.00
Library Technologies Barcode Labels	\$ 313.63
Milw. Map Service 2014 Rock County Plat	\$ 65.00
ProQuest Ancestry Library Edition	\$ 1,325.00
Quill Office Supplies	\$ 336.95
Visa ILL Postage, Spark Lab materials, PC License	\$ 568.80
WI Dept. of Admin. WAN Access	\$ 600.00

DIRECTOR'S REPORT

PROGRAMMING & ACTIVITIES

I attended meetings with: ALS Directors, City Department Heads, Ruekert & Mielke – city asset management advisors, Milton High School newspaper staff, ALS and City of Milton staff, and the Friends group. I also attended the 2014 University of Wisconsin – Rock County English Honor Society Induction Ceremony, honoring new members of the society. Society members volunteer at the library throughout the year.

City department heads met with Ruekert & Mielke to determine each department's long-term capital project needs. Department needs will be used to develop a city-wide capital improvement plan and financial planning model.

The Library's long-term capital plans include:

1. Technology: Staff computer replacement every 4 years, server every 5-7 years
2. Project: Makerspace equipment sustainability: new/ upgrades
3. Technology: (2) Self-checkout stations
4. Staffing: Increase hours of Reference Assistant position from 18 to 25 hours per week
5. Equipment: Copy machine replacement
6. Technology: Library software replacement/ upgrade

The Friends of the Milton Public Library held their annual book sale in April. Sales totaled \$2,300 – this is \$800 higher than 2013. The Friends board met on May 21 and approved: \$ 2,000 for June-September events.

Fiber was run into the building on May 15. The upgrade is scheduled to be complete by June 3.

The Milton optimists donated \$300 to the library for our Summer Reading program. This has been a yearly donation.

The Mystery Book Club met on April 16. There were nine in attendance.

ACTIVITIES

Date	Program	Adults Only	Young Adult	Children	Adults @ Kids' Event	Total
Storytimes						
April 1	Preschool			13		10
April 8	Preschool			13		9
April 15	Preschool			23		11
April 22	Preschool			18		13
April 29	Preschool			19		15
Children						
April 14	Spring Break Movie Day			6		4
April 15	Lego Day			5		2
April 16	Make & Take Art			4		2
	Culver's Drawing Program			14		
Teens						
April 4	Wired Afterhours		8			
April 5-11	Instascramble		5			
April 15	DIY Magnetic Poetry		3	1		
April 17	Paper Airplane Challenge		5			2
Milton Reads						
April 1-30	Book Checkouts	33				
April 1-30	Book Giveaway Entries	24				
April 28	Book Discussion	3				
Computer Classes						
April 1-30		20				
April 16	Mystery Book Club	9				
Proctoring						
April 1-30		6				

UPCOMING

June 25 – Library Board Meeting

July 23 – Library Board Meeting

NEW BUSINESS

The following job description changes are recommended to update the actual and future responsibilities of the reference assistant position. Library services are evolving as technology changes take place at an ever-increasing rate.

Department: Milton Public Library

Position: Library Reference Assistant I

Purpose of Position:

Under direct supervision, performs a variety of work involving general circulation and patron assistance responsibilities, develops and conducts electronic resource classes and makerspace events, assists librarians with other programs as needed, troubleshoots basic computer and software issues, and offers one-on-one computer assistance.

Position Accountability:

The Reference Assistant I works under the direction and supervision of the Milton Public Library Director.

Major Duties and Responsibilities:

1. Provide customer service on a daily basis at a public service desk in a proactive and friendly manner.
2. Skilled in communicating with library users regarding questions for information, interpreting and explaining library policy and procedures.
3. Provide reference and reader's advisory service to the public by phone, in person, by mail or electronic media using basic interview skills.
4. Skilled in assisting patrons with basic word processing, database searching, spreadsheet software, e-mail, social networking sites and other technology related questions.
5. Skilled in operating a personal computer, multimedia workstations and successfully accessing information on the internet.
- ~~6. Develop and execute basic search strategies to locate information in print collections and electronic-based media.~~
7. Assist with Develop and conduct programs such as computer and social media classes, etc.
8. Assist patrons with all aspects of circulation services.
- ~~9. Assist in collection maintenance such as weeding and collection development.~~
10. Assist in the collection of statistics using various methods and software.
11. Assist in creation and implementation of Spark Lab programs.
12. Write news releases that promote library events and services.
13. Produce written and video tutorials for library services.

Working Environment

1. Ability to withstand standing, walking, climbing, bending, and twisting on a daily basis
2. Ability to file, sort, and otherwise process library materials
3. Ability to lift and carry fifty (50) pounds or less and push objects on wheels weighing sixty to eighty (60 – 80) pounds
4. May be asked to travel to meetings outside the library

Education, Experience and Qualifications

Minimum requirement of two years of college or the equivalent in experience and training.