

MILTON PUBLIC LIBRARY
MILTON, WI 53563

BOARD OF TRUSTEES
July 23, 2014
7:00 p.m.

AGENDA

1. Call to order.
 2. Approval of Agenda.
 3. Approval of Minutes: June 25, 2014
 4. Approval of Expenditures for July 2014
 - 5 Director's Report:
 - a. President's Report on ALS activities
 6. New business:
 - a. Consideration and action re: request to Milton City Council to spend \$155,000 as approved in 2013 for Shaw building second floor demolition.
 - b. Expansion update
 - c. Annual meeting: election of officers
 7. General Items
 8. Next meeting: Wednesday, August 27, at 7:00 p.m.
 9. Motion to Adjourn
- Adjournment.

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

June 25, 2014

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

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

Approval of Minutes: Schuetz moved approval of the minutes of the meeting of May 28, 2014 meeting as distributed, seconded by Stricker. Motion was approved unanimously.

Approval of Expenditures: Director offered brief comments regarding a few specific items indicating that most were routine. She also commented on the fact that some unusual items will be showing up as expenditures that are related to Spark Lab activities. Acceptance of the expenditure report was moved by Welch and seconded by Schuetz. The motion was approved unanimously.

Director's Report

The Director indicated that Milton Public Library has a practicum student from the University of Wisconsin Library School for 8 hours per week this summer. She has been involved in assisting customers with computers and technology among other tasks.

The Director also reported on the kick-off event for the Summer Reading program with more than 100 in attendance with their bicycles, scooters and wagons. The Milton Police also conducted bicycle safety exercises as part of the event. More than 100 were also in attendance for the Spark Lab Open House. Interest has been very high in all of the programs many of which are technology oriented; however, the most popular so far has been papermaking!

Arrowhead Library System Report

Bill Wilson reported on the Arrowhead Library System Board meeting and indicated that ALS has moved into the lower level of the Shaw building and is "camping out" until the City Hall furnishings are available for their use. He also indicated that the canopy for the delivery area will be installed soon after the 4th of July. An Open-House/Ribbon Cutting for Arrowhead is scheduled for August 13.

New Business

Consideration and Action on the Fund-Raising Campaign Contract with Jodi Sweeney

President Wilson explained that the fund-raising campaign is about to begin and that the Board needed to authorize the signing of the contract to formalize the relationship with the fund-raising consultant. Funding to cover the cost of the contract will come from funds already raised and those that are anticipated in the near future. Welch moved and Stricker seconded a motion authorizing President Wilson to enter into a contract with Sweeney Associates in an amount not to exceed \$39,500. The motion was passed unanimously.

Consideration on Capital Campaign Committee Representation

President Wilson indicated that Library Board members, City Council members and Library Foundation Board members will be among those on the Capital Campaign Committee. Trustee Welch and Trustee Stricker volunteered to serve on the Committee when it is formed.

Closed Session to Consider Wages and Budget

Welch moved and Stricker seconded 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 employee wages.

Reconvene in Open Session

No formal action was taken on employee wages other than consensus by the Board that the Director should continue to work with the City in its effort to identify comparables that could be used to set the Director's compensation level at a more competitive rate.

Fund-Raising and Expansion Update

No additional discussion was held because the information had been presented previously under other agenda items.

General Items

No general items were raised.

The Next meeting will be held Wednesday, July 23, 2014 at 7:00 PM.

Adjournment

Welch moved adjournment and Schuetz seconded the motion. The motion was approved unanimously and the meeting was adjourned at 7:28 PM.

Respectfully Submitted,
William J. Wilson

Library Expenditures
July 2014

Amazon
Books and DVDs \$ Available at meeting

Baker & Taylor
Books \$ 1,166.27

Quill
Copier/Printer paper \$ 159.96

DIRECTOR'S REPORT

PROGRAMMING & ACTIVITIES

I attended the following meetings: ALS directors, city department heads, fundraising campaign, and library promotions.

It's been an exciting Summer Reading program so far. Summer library visits continued to increase this year— we saw a 3% rise in June. Program attendance was also high at 877 people attending programs in June, that's up 8% from last year.

Over 700 patrons visited the library on the opening day of Summer Reading – that's 100 more than last year. (Our average daily attendance is around 250.)

As of July 15, we had 406 children and teens registered for the Summer Reading program. This is a 4% increase from 2013.

We trained two new teen volunteers who will be shelf reading one day a week during the summer months.

Beginning in September, we will be a remote site for Second Harvest Foodbank. A representative is scheduled to be here the 3rd Wednesday of every month to meet with people to see if they qualify for the program.

The Mystery Book Club met on June 18, led by Ethel Himmel. There were 9 in attendance.

ACTIVITIES

Date	Program	Adults Only	Young Adult	Children	Adults @ Kids' Event	Total
Storytimes						
June 3				11	8	19
June 10				24	15	39
June 12				10	6	16
June 17			1	25	8	34
June 19				13	6	19
June 24				6	8	14
June 26				6	11	17
Children						
June 11	Bike Parade			95	38	123
June 18	Curious Science - Computers			10	1	11
June 21	Minecraft Unplugged			13		13
June 24	Jim Lenz's Science Show		1	47	30	78
June 25	Monotype Printmaking			11	3	14
June 25	Summer School Tours			20	1	
Movie Mondays						
June 16				15	5	20
June 23				50	14	64
June 30			3	11	2	16
Lego Tuesday						
June 17			2	17	6	25
June 24			1	18	9	28
Read with Maggie						
June 16				5	4	9
June 23				4	3	7
June 30				4	3	7
Teens						
June 7	Wired Afterhours		10			10
June 11	Teen Bake Sale		6			6
June 14	Writers' Workshop		13			13
June 17	ABC YA Book Club		2			2
June 23	Wreck this Journal		36			36
June 26	Memory Boxes		11			11

June 28	UW-Whitewater Science Outreach		3			3
Little Owls / Wise Owls						
June 19 - August 14	Pairs		13	14		27
June 18	Training		10			10
June 19	Launch Party		12	18	8	38
June 16	Spark Lab Kick-Off	37	16	49	37	102
Adults						
June 9	Basic Bike Repair	6	2			8
June 14	Composting Basics					canceled
June 18	Mystery Book Club	9				9
Computer Classes						
June 1-30		15				15
Proctoring						
June 1-30	Ashlee	4				4

UPCOMING

August 27 – Library Board Meeting
September 24 – Library Board Meeting

NEW BUSINESS:

Consideration and action regarding request to Milton City Council to spend \$155,000 as approved in 2013 for Shaw building second floor demolition.

The City of Milton budgeted \$155,000 in 2013 for the library renovation as part of their loan for the new police and city hall building. The loan required the money be spent within 2 years, which means the library needs to spend the money in the next year.

The Library Board is being asked to consider demolition of the second floor in preparation for renovation, now that City Hall has moved from the Shaw building as of July 7.