



**MILTON PUBLIC LIBRARY | BOARD OF TRUSTEES**  
**Monday, January 6, 2020, 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: December 2, 2019
4. Approval of Expenditures for December 2019
5. Director's Report
6. Report on ALS activities
7. TAB President's Report
8. New Business
  - a. Review and possible action on Library Board By-Laws
  - b. Possible action on Occupant Emergency Plan
  - c. Review of Inclusive Services Assessment and Guide: Collections and Programming
  - d. Discussion of ISTE Presentation – June 30, 2020.
9. General Items
  - a. Strategic Planning Committee – Tuesday, January 14, at 5:30
  - b. Friends of the Milton Public Library – Thursday, January 30, at 5:00 p.m.
10. Next meeting: Monday, February 3 at 6:30 p.m.
11. Motion to Adjourn
12. 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  
December 2, 2019**

**Call to Order:** The meeting was called to order at 6:30 p.m. by President Annette Smith. Present: Jen Schuetz, Martin Collins, Steve Tupper, and Director Ashlee Kunkel

**Approval of Agenda:** Tupper moved approval of the agenda, seconded by Collins. Motion approved unanimously.

**Approval of Minutes:** Collins moved approval of the meeting of November 4, 2019, as distributed, seconded by Schuetz.

**Approval of Expenditures:** Schuetz moved approval of the expenditures, seconded by Collins.

**Director's Report:** Kunkel gave a report on two banned patrons from the library. The November book sale raised \$720.00. Server is now backed up by the Lakeshores Library System and the library recently got wireless printing. Kunkel is looking into security systems and panic buttons for the library; could cost upwards of \$5,000. Scanning of the Milton College slides is going very well; will be on Recollection Wisconsin soon. Neat Seats raffle and Community Survey going well.

**Report on ALS activities:** No report

**TAB President's Report:** No report. TAB will have their end-of-the-year party on December 13.

**New Business**

**Review of Occupant Emergency Plan:** Review of emergency situation procedures for the library. Plan reviewed and approved by the City of Milton Police Chief.

**Review of Inclusive Services Assessment and Guide: Staffing:** Kunkel shared the first checklist for the Inclusive Services Assessment. MPL meets all requirements except one; staff will be trained on emergency protocols and procedures with the adoption of the Occupant Emergency Plan

**Strategic Plan Committee and possible meeting dates:** The Strategic Plan Committee will meet on Tuesday, January 14, at 5:30 p.m.

**General Items:** Donor Party is on Thursday, December 5, from 6:00-8:00 and Scoopie Night is Wednesday, December 18, from 4:00 to 8:00. Board members are welcomed to come help with Scoopie Night.

**Motion to Adjourn:** Collins moved adjournment and Schuetz seconded the motion. Motion approved unanimously and the meeting adjourned at 7:02.

**Next meeting:** Monday, January 6, at 6:30 p.m.

Respectfully Submitted,  
Ashlee Kunkel

**Library Expenditures  
December 2019**

Amazon: Books & AV, Office Supplies	\$785.28
Corporate Business Services (November & December)	\$164.68
Department of Public Instruction WISCAT membership	\$200.00
DGS Retail Collection Sign Holders	\$36.34
DSPS Elevator License	\$51.00
Facebook: Advertisements	\$7.00
Gazette Subscription	\$24.50
HomeGoods Children's Books	\$27.38
National Elevator Inspection Services Elevator Inspection	\$82.00
OfficeMax Paper	\$37.87
Staples Printer Paper	\$55.98
TechMax Monthly Server Agreement	\$58.00
TJMaxx Children's Books	\$6.32
Signarama Collection Signs	\$50.00
State of Wisconsin Department of Administration TEACH (internet)	\$600.00

## **Directors Report**

I attended: City Council, Directors Meeting, SHARE Directors Meeting, Complete Count Census Committee, Milton Youth Coalition, Library Foundation, and the MACC Leadership Institute.

From the Director's Meeting: ALS will be starting their own Strategic Planning process in March. Myself and Annette will be a part of that process. RFID and tagging will happen sometime in March or April. ALS is paying for the equipment needed to have RFID here at Milton, including four readers and the initial tags to tag every item. On a yearly basis, we'll be responsible for additional tags for new items and an approximately \$62 maintenance fee per readers (\$248 a year). If we decide to go with self-checkout in the future, RFID will make that a smoother process for our patrons. RFID will also make delivery between the 28 libraries much easier. To prepare for the RFID tagging process, we will be going through an extensive weeding project in the next couple months so we're not tagging items that aren't being checked out.

### **Donations:**

- Our Neat Seats raffle raised \$746.
- We received a \$500.00 donation from CI Pediatric Therapy Centers for the children's department.
- Culver's Scoopie Night raised \$509.95
- Our Donor Party raised \$3,290.

Erin Blankenheim-Villarreal created Sitter Sacks for the library to earn her Girl Scout Silver Award. Sitter Sacks are kits with themed books and toys (i.e., dinosaurs, protective services, construction). Erin did all the fundraising, creating, and organizing herself. She even got sponsors for some of the kits, including Whoo's Woods. We now have several kits available for checkout: SPARK Mini Makers, Emmy's EarlyLit Kits, and the Sitter Sacks. We're going to work on memory kits for senior citizens in 2020.

I'll have 2019 numbers at our February meeting!