



MILTON PUBLIC LIBRARY | BOARD OF TRUSTEES
Monday, February 3, 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: January 6, 2020
4. Approval of Expenditures for January 2020
5. Director's Report
6. Report on ALS activities
7. TAB President's Report
8. New Business
 - a. Request to the CFSW for the transfer of maximum spendable funds available from the Milton Public Library Capital Campaign Fund to pay toward the Milton Public Library's debt retirement with the City of Milton from the renovation and expansion of the Milton Public Library.
 - b. Review and approve 2019 Public Library Annual Report
 - c. Review and possible action on Library Board By-Laws
 - d. Possible action on Occupant Emergency Plan
 - e. Review of Inclusive Services Assessment and Guide: Services and Facilities
9. General Items
 - a. Friends of the Milton Public Library update
10. Next meeting: Monday, March 2 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*

**Library Expenditures
January 2020**

Amazon: Books & AV	\$395.52
Baker & Taylor Books	\$1,490.06
Corporate Business Services	\$91.05
Facebook: Advertisements	\$4.00
AGP Media (Gazette Subscription)	\$24.50
TechMax Monthly Server Agreement	\$58.00
Arrowhead Library System Shared systems cost and Hoopla	\$15,745.92
Scott Randall Barn bookcase	\$100.00

**PROCEEDINGS OF THE
MILTON PUBLIC LIBRARY
BOARD OF TRUSTEES
January 6, 2020**

Call to Order: The meeting was called to order at 6:31 p.m. by Vice President Rose Stricker. Present: Stricker, Deb Dean, Jen Schuetz, Martin Collins, Steve Tupper, Theresa Rusch, TAB President Lily G and Director Ashlee Kunkel
Absent: Annette Smith

Approval of Agenda: Rusch moved approval of the agenda, seconded by Tupper. Motion passed unanimously.

Approval of Minutes: Tupper moved approval of the minutes of the meeting of December 2, 2019, as distributed, seconded by Schuetz. Motion passed unanimously.

Approval of Expenditures: Kunkel - \$200 for WisCat membership used for interlibrary loans, elevator inspected. Passed out EOY summary. Rusch moved approval of Dec. expenditures, seconded by Collins. Motion passed unanimously.

Director's Report: Kunkel attended several meetings this month. ALS held a strategic planning meeting. RFID tagging in March and April. Neat seats raffle raised \$746. Donor party raised about \$3300.

Arrowhead Library System Report: Annette Smith was recently elected to the Arrowhead Library System Board.

TAB President's Report: Party on December 13.

New Business

Review and possible action on Library Board By-Laws - review and discussion of By- Laws. Kunkel will look into some of the wording in the by-laws. No action taken

Possible action on Occupant Emergency Plan - Discussion and review. No action taken.

Review of Inclusive Services Assessment and Guide: Collections and Programming - Kunkel reviewed the Collections and Programming checklist. She will be taking action on some of the items in the checklist.

Discussion of ISTE Presentation – A presentation highlighting the partnership between the school district and the public library was accepted by the International Society for Technology in Education (ISTE) for their annual conference in Anaheim, California on June 30, 2020. Various options for funding to send Ashlee to the conference were discussed.

General Items:

Strategic Planning Committee – Tuesday, January 14, at 5:30 Open to Public

Friends of the Milton Public Library – Thursday, January 30, at 5:00 p.m. Open House - interested attendees will learn how they can be involved.

Adjournment: Collins moved adjournment and Schuetz seconded the motion. Motion passed unanimously and the meeting adjourned at 7:15 p.m.

Next meeting date: Monday, February 3, at 6:30 p.m.

Respectfully Submitted,
Deborah Dean

Director's Report

I attended: SHARE Directors' meeting, SHARE Development meeting, Youth Coalition, Story Gardens, ALS Directors' meeting, Department Head, Milton Leadership Institute, and City Council.

Jayne attended the Rock County Chapter of the Ice Age Trail Alliance meeting as we're hoping to collaborate with them more down the road. I have a Storrs Lake hike for teens scheduled for April and Jayme is working with them to schedule something in the summer.

Jayne, Angela, Luke, Cassie, and myself all participated in the Wild Wisconsin Winter Web Conference and viewed various webinars, from website accessibility, to emotional intelligence, to helping patrons cut the cable cord, and increasing social media presence. I think we all took something from our various presentations.

Staff is working on Spring and Summer programming. Spring is just about locked down, and Summer isn't too far behind. We're going with a board game theme for the Summer.

We received a \$50.00 donation in memory of Jane Douglas.

We had a good first meeting of the Strategic Planning committee. We went over the survey results, our last strategic plan, and a staff SWOT analysis. Our next meeting is Wednesday, February 5, at 6:00 p.m.

	Children				
January 8	YMCA	3	14		17
January 8	Ag Program	10	16		26
January 8	Storytime	15	22		37
January 10	Harmony K	4	72		76
January 13	LEGO Club	3	8		11
January 14	Little Love Bugs	4	22		26
January 14	CI Therapy Storytime	4	5		9
January 14	Small Wonders	4	17		21
January 15	Storytime	16	20		36
January 15	Small Wonders	2	14		16
January 16	West 1st Grade Visit	6	80		86
January 16	4K Storytime	12	90		102
January 17	Toddler Art	10	10		20
January 20	LEGO Club	3	3		6
January 21	Kids Yoga	4	8		12
January 21	West 4K	6	30		36
January 22	Storytime	20	22		42
January 24	4K Storytime	4	60		64
January 27	Winter Snow Ball	8	11		19
January 29	Storytime	17	20		37
January 31	Harmony K				
	Tweens				
January 10	Dude Perfect		17		17
January 10	NIS Visit		4		4
January 17	Young Entrepreneurs		1		1
January 24	NIS Visit		5		5
	Teens				
January 13	DIY Worry Dolls			6	6
January 14	MECAS You Paint			7	7
January 15	Hot Chocolate Bar			8	8
January 21	MAYC			4	4
January 27	Red Cross Youth Club			6	6
January 27	TAB			9	9
January 30	MECAS				
	Adults				
January 7	Tech Talk: Smart Phones	1			1
January 7	Recipe Club	3			3
January 13	Paint Pouring	10			10
January 14	Tech Talk: Facebook	0			0
January 14	American Lives	9			9
January 21	Tech Talk: Gmail & Drive				
January 28	Tech Talk: Hoopla & Libby				
January 1-31	1-on-1 Tech Help				
January 21	Mystery Book Club	13			13
January 28	Alecia Arn Author Visit	18			18