



MILTON PUBLIC LIBRARY | BOARD OF TRUSTEES

Monday, April 5 2021, 6:30 p.m.

Zoom Teleconference

Dial in at 1-312-626-6799 and enter meeting ID 826 7451 0708 and Passcode: 062804

Weblink:

<https://us02web.zoom.us/j/82674510708?pwd=VEx4anBWVkl2dldqQTBYQ1ZURUMvZz09>

PLEASE NOTE: In-person attendance by members of the public temporarily prohibited due to COVID-19 physical distancing protocols pursuant to the Rock County Health Departments Reopening Phased Plan, dated May 21, 2020, which discourages public gatherings. Members of the public may monitor this meeting at <https://us02web.zoom.us/j/82674510708?pwd=VEx4anBWVkl2dldqQTBYQ1ZURUMvZz09>

Any person who is unable to access the meeting via the internet link may call 1(312) 626-6799 and enter Meeting ID: 826 7451 0708 to monitor the meeting via telephone.

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: March 1, 2021
4. Approval of Expenditures for March 2021
5. Director's Report
6. Report on ALS activities
7. TAB President's Report
8. New Business
 - a. Discussion and possible action on Programming Policy
 - b. Request to the CFSW for the transfer of maximum spendable funds available from the Milton Public Library Capital Campaign to pay towards the Milton Public Library's debt retirement with the City of Milton from the renovation and expansion of the Milton Public Library.
9. General Items
 - a. Story Gardens update
10. Next meeting: Monday, May 3, at 6:30 p.m.
11. Motion to Adjourn
12. Adjournment

**PROCEEDINGS OF THE
MILTON PUBLIC LIBRARY
BOARD OF TRUSTEES
March 1, 2021**

Call to Order: The meeting was called to order at 6:31 p.m. by President Annette Smith. Present: Director Kunkel, Rusch, Dean, Tupper, Collins, Stricker and TAB President Emily M. Absent: Schuetz

Approval of Agenda: Collins moved approval of the agenda, seconded by Stricker. Motion passed unanimously.

Approval of Minutes: Rusch moved approval of the minutes of the meeting on February 1, 2021 as distributed, seconded by Collins. Motion passed unanimously.

Approval of Expenditures: Short list this month of basic expenditures. Tupper moved approval of the expenditures, seconded by Collins. Motion passed unanimously.

Director's Report: Staff is busy planning programs for spring and summer, including some outdoor programs for summer. Kunkel reviewed her library goals for the year. She shared more of the responses from the library stories; Planning a move to Phase 2 soon and opening the library up under the Phase 2 guidelines. Tuesday March 2, City Council meeting's agenda includes possible action on the forgiveness of the balance of the MPL loan.

Arrowhead Library System Report: New members added to the Board. RFID tagging is complete. ALS is also busy planning summer reading programs; system wide report is complete and has been submitted.

TAB President's Report: TAB met February 23. The Among Us program was a success, and another one is planned for near Spring Break. Library Lope has been set for August 14.

New Business

Discussion and possible action on approving the 2020 Wisconsin Public Library Annual Report; Kunkel added the view counts to pre-recorded programs before submitting the report. Tupper moved to approve the WI Public Library Annual Report, seconded by Stricker. Motion passed unanimously.

Discussion and possible action on approving Circulation Policy: Kunkel shared the updated circulation policy to include the fine free language. Rusch moved to approve the Circulation Policy as presented, seconded by Tupper. Motion passed unanimously.

Discussion and possible action on approving WiFi Policy: Kunkel shared the updated wifi policy. Patrons will need to accept the policy before they are connected to MPL wifi. This addition will help track broadband access for WI residents. Tupper moved approval of the WIFI policy as presented, seconded by Collins. Motion passed unanimously.

General Items:

Story Gardens update: Kunkel has been submitting grant applications, including ones for the WI Art Board; AARP and Spacesaver. Many thanks to Inga Cushman for her help and guidance. Kunkel is meeting with Scott Randall soon to work out details for the Gazebo build in the fall. Possibility of an Ice Age Trail connection to the Story Gardens.

Motion to Adjourn: Stricker moved adjournment at 7:00 pm, seconded by Tupper. Motion passed unanimously.

Next meeting: Monday, April 5, at 6:30 p.m.

Respectfully submitted,
Deborah Dean

**Library Expenditures
March 2021**

Amazon: Books & AV & Office Supplies	\$413.25
Baker & Taylor Books & AV	\$1718.36
Corporate Business Services	\$50.41
Braun TK Elevator Quarterly elevator inspection	\$194.05
Johnson Controls Security Solutions Quarterly billing for service	\$345.58
Braun TK Elevator Maintenance visit request	\$287.00
Demco Book covers & stickers	\$121.00
Facebook Promotions	\$6.00
Staples Printer Paper	\$57.98

Director's Report

We received a donation from Project Maria to purchase books on eating disorders and body positivity:

Your Body is Awesome: Body Respect for Children, by Sigrun Danielsdottir
Wilma Jean – The Worry Machine, by Julia Cook
No Weigh! A Teen's Guide to Positive Body Image, Food and Emotional Wisdom
Her Body Can, by Ady Meschke & Katie Crenshaw
Love Your Body: Your Body Can Do Amazing Things, by Jessica Sanders

We'll have a table at the farmer's market that's beginning Thursday, May 6. It'll be at the East Elementary parking lot the first Thursday of each month, May-September. We'll sell Story Gardens greeting cards, have Friends membership brochures, try mobile checkout, and have other library information. We'll rotate which staff members will be there.

➡ *Strategic Plan Objective: Make it a priority to be involved in events in the City of Milton and surrounding communities*

Not too much is known right now--at least the information made available to us--but there is some increased federal funding coming to libraries in the form of grants. DPI put out a list of ideas that individual libraries could pursue, ranging from technology, workforce development, connectivity, building security, and others. The SHARE libraries have been brainstorming as to what the libraries could use on a system-wide basis to streamline services. However, one potential area that I'm interested in is "Activating Outdoor Spaces" with Story Gardens in mind. Hoping to have more information soon as to what this all means for us.

On March 2, the City Council forgave the remaining library loan advance from the remodel (not including the remaining amount at CFSW). That motion can be found in Council minutes here: <https://www.milton-wi.gov/AgendaCenter/ViewFile/Item/8131?fileID=6125>

April – May programs: <https://www.als.lib.wi.us/MPL/wp-content/uploads/2021/03/PROGRAM-GUIDE-Q2-Spring-2021.pdf>

3/3/2021	SPARK To-Go: Key Chimes	Children (0-11)	Individual Participants	Pre-recorded	8	
3/4/2021	Virtual Storytime	Children (0-11)	Group attending	Live, virtual	12	
3/4/2021	Proctoring	Other (all ages)	Individual participants	In-person		1
3/5/2021	Proctoring	Other (all ages)	Individual participants	In-person		1
3/9/2021	American Lives	Other (all ages)	Group attending	Live, virtual	8	
3/10/2021	Virtual Storytime	Children (0-11)	Group attending	Live, virtual	10	
3/11/2021	Craft Takeout: Starry Embroidery	Young Adult (12-18)	Individual participants	Pre-recorded		11
3/13/2021	Proctoring	Other (all ages)	Individual participants	In-person		1
3/15/2021	Tween Craft Takeout: Wiggle Worm	Children (0-11)	Individual participants	Pre-recorded		9
3/16/2021	Mystery Book Club	Other (all ages)	Group attending	Live, virtual	13	
3/17/2021	Proctoring	Other (all ages)	Individual participants	In-person		1
3/17/2021	Virtual Storytime	Children (0-11)	Group attending	Live, virtual	9	
3/18/2021	Proctoring	Other (all ages)	Individual Participants	In-person		1
3/23/2021	Teen Advisory Board	Young Adult (12-18)	Group attending	Live, virtual	10	
3/24/2021	Virtual Storytime	Children (0-11)	Group attending	Live, virtual	9	
3/23/2021	Sage Advice	Other (all ages)	Individual participants	Pre-recorded		4



Programming Policy

The Milton Public Library supports its mission of opening doors for curious minds and nurturing learning and creativity by developing and presenting programs that provide opportunities for educational, cultural, and recreational experiences. A “program” is a planned presentation or interaction between the library staff and/or a library-sponsored presenter and program participants that is aimed at accomplishing these goals:

1. Expanding the library’s role and visibility as a community resource and community center.
2. Introducing patrons and non-users to library resources and services.
3. Providing opportunities for lifelong learning and entertainment.

Library staff are responsible for developing and delivering library-sponsored programs and utilizing staff expertise, collections, services, and facilities. The library may partner with community agencies, organizations, and individuals to present co-sponsored programs. Furthermore, professional performers and presenters may be hired for library programs. Programs may be held on site, off-site, or **virtually**.

These criteria are used in making decisions about programs, **set up**, topics, speakers, and accompanying resources:

- Relation to the Library’s mission and service goals **found in the library’s current strategic plan**
- **Health and safety of participants**
- Availability of program space **and equipment**
- Budget and staffing considerations
- Community needs and interests
- Quality of presentation
- Speaker’s background and qualifications in the content area
- Historical, educational, and cultural significance
- Connection to other community programs, exhibitions, or events

ACCESS AND PARTICIPATION

Library programs are open to the public and are free to attend. A person’s right to attend a program will not be denied because of national origin, race, color, sex, religion, background, views, sexual orientation, or disability. **Every attempt will be made to accommodate all who wish to attend a program.** Furthermore, a library card is not required to attend a program.

Registration may be required for planning purposes and when space is limited. Details about registration requirements will always be included in the program’s description on the library’s website and advertising materials. Registrants should notify the library in advance if they must cancel their registration.

The Library reserves the right to:

- Limit attendance at events due to space considerations, budget constraints, and based on the nature of the program.
- Set age limits for library-sponsored programs.
- Cancel programs, to be rescheduled or not.
- Deny attendance to anyone who is disruptive or who violates the library’s Code of Conduct.

For the purpose of marketing library programs on the library’s website and social media, staff may ask permission to photograph, videotape, **and/or virtually record** program participants.

The Library welcomes expressions of opinion from community members concerning programming. If a community member questions a library program, he/she should address the concern with a Library staff member. If the community member wishes to continue the request for review, he/she may write a letter to the Library Board and it will be reviewed at their next regularly scheduled meeting.