



**MILTON PUBLIC LIBRARY | BOARD OF TRUSTEES**

**Monday, April 6, 2020, 6:30 p.m.**

**Zoom Teleconference**

**Dial in at 1-312-626-6799 and enter meeting ID # 975 054 712**

**Weblink:** <https://zoom.us/j/975054712?pwd=S3N5QTUyVzJWSEdta1hrenJjL0FRdz09>

PLEASE NOTE: In-person attendance by members of the public will be prohibited due to COVID-19 social distancing protocols pursuant to Governor Evers' Emergency Order #5 dated March 17, 2020. Members of the public may monitor the meeting as conducted online or by phone by following the following instructions:

**Join Zoom Meeting Online** (and follow the prompts)

<https://zoom.us/j/975054712?pwd=S3N5QTUyVzJWSEdta1hrenJjL0FRdz09>

**Join from a telephone:**

Dial by your location

+1 312 626 6799 US (Chicago)

Meeting ID: 975 054 712

Phone instructions:

- On your phone, dial the phone number provided above.
- Enter the meeting ID number when prompted, using your dial-pad.
- Please note that long-distance charges may apply. This is not a toll-free number.
- Please mute your phone when you are not speaking to minimize background noises
- We are new at holding meetings this way, so please be patient.

## AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: March 2, 2020
4. Approval of Minutes: March 27, 2020 (special meeting)
5. Approval of Expenditures for March 2020
6. Director's Report
7. Report on ALS activities
8. TAB President's Report
9. New Business
  - a. Discussion and possible action of unassigning the Reserve Fund Balance and Trust Fund and merging them into the Fund Balance.
  - b. Review of Pandemic Preparedness Policy
10. General Items
11. Next meeting: Monday, May 4 at 6:30 p.m.
12. Motion to Adjourn
13. 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  
February 2020**

Amazon: Books & AV, Office Supplies	\$626.40
Baker & Taylor Books	\$2,033.13
Corporate Business Services	\$80.26
Gazette Subscription	\$24.50
ISTE	\$465.00
Tuttlewin Books	\$99.44
Vistaprint Staff shirts	\$237.21

**PROCEEDINGS OF THE  
MILTON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
March 2, 2020**

**Call to Order:** The meeting was called to order at 6:30p.m. by President Annette Smith. Present: Rusch, Stricker, Smith, Director Kunkel, Dean, Collins, Lily G Absent: Steve Tupper, Jen Schuetz,

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

**Approval of Minutes:** Stricker moved approval of the minutes of the meeting of February 3, 2020, as distributed, seconded by Rusch. Motion passed unanimously.

**Approval of Expenditures:** Rusch moved approval of expenditures, seconded by Dean. Motion passed unanimously.

**Director's Report:** Luke is leaving March 5. Position posted. Jayme attended a Sister Cities meeting. A workshop on public libraries and the homeless will be held Friday in Beloit.

**Arrowhead Library System Report:** Smith - continue work on ALS strategic plan; a survey is out to gather data; Meeting scheduled for March 18..

**TAB President's Report:** Two potential new TAB members; chose new mascot - Lion

**New Business**

**Budget presentation by Dan Nelson:** Nelson explained the funding balance sheet provided to the MPL Board: Reserve Fund Balance, Trust Fund, undesignated fund. The MPL Board thanked him for putting together the balance sheet and taking the time to explain and discuss it at tonight's meeting.

**Discussion and possible action on job description for Circulation and Public Information Assistant:** job description same as before included "knowledge of graphics program preferred". Stricker moved to approve the job description as written. Rusch seconded. Motion passed unanimously.

**Review of Inclusive Services Assessment and Guide: Indoor Spaces and Meeting Room/Event Space:** The Board discussed some of the findings related to indoor spaces and meeting room/event space.

**General Items:**

**Friends of the Milton Public Library update** - More have joined the executive board. Work on membership drives. Monday April 6 at 5:00 is the next regular meeting.

**Strategic Planning Committee** – Wednesday, March 11, at 6:00 p.m. work on goals

**Mod Pizza Fundraiser** – Sunday, March 15, 10 to 8:00

**AARP Grant Opportunity** – Story Gardens walking path and StoryWalk signage.

**Adjournment:** Collins moved adjournment and Stricker seconded the motion. Motion passed unanimously and the meeting adjourned at 7:01 p.m.

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

Respectfully Submitted,  
Deborah Dean

**PROCEEDINGS OF THE  
MILTON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Special Meeting  
March 17, 2020**

**Call to Order:** The meeting was called to order at 5:00 p.m. by President Annette Smith. Present: Rusch, Stricker, Smith, Director Kunkel, Dean, Collins, Tupper, Schuetz Absent: TAB President Lily G.

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

**New Business**

**Discussion and possible action on Library Director's options for response to COVID-19:** Stricker moved to give the library director the discretion to work with the City in response to a public health emergency. Schuetz seconded. Motion passed unanimously.

**Discussion and possible action on library hours in response to COVID-19:** Stricker moved to authorize the library director to be flexible in both the work location of staff and hours of library operation, as well as public access to the library building in response to a public health emergency. Collins seconded. Motion passed unanimously.

**Adjournment:** Collins moved adjournment and Tupper seconded the motion. Motion passed unanimously and the meeting adjourned at 5:23 p.m.

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

Respectfully Submitted,  
Deborah Dean

## Director's Report

Circulation on Sunday, March 15 – 642 (189 the previous Sunday); Circulation on Monday, March 16 – 852 (255 the previous Monday). Our book drops are closed. We expect us to be VERY busy with returns and delivery once we open back up.

Cassie has been creating Monday and Thursday Boredom Buster videos for Facebook/Youtube. Jayme is creating Today's Distraction videos for Sunday and Wednesdays, as well as doing Facebook Live Storytime every Wednesday at 10:30. Her first one had 126 viewers! I'm creating videos for teens on Fridays, as well as utilizing various social media platforms.

Staff have been working at home on various projects, including updating the website, watching various webinars, preparing for programs, doing social media outreach, collection development, and more. We're keeping in touch through email and weekly Zoom meetings.

We've also been coming in individually to work on RFID tagging. Staff was able to work on some prior to the complete shutdown. Not sure how far we'll get in the next month, but it's a priority for right now. Library is still being cleaned on a regular basis. I had our mail held at the Post Office and I'm going in occasionally to pick it up. Our new server was installed and merged with the Arrowhead Library System server.

We received a \$1,000 donation to go towards the donation of Playaways.

Our Mod Pizza fundraiser on March 15 brought in \$99.61.

Food Truck Rally on May 3<sup>rd</sup> has been cancelled.

The ISTE Conference in June was postponed until the end of November.

April's Lead the Way Conference in Madison has also been cancelled. We are being reimbursed, but they're looking at trying to reschedule it to November.

We have extended the deadline of the open job position to May 31<sup>st</sup> because we would be unable to bring anyone in during April. We've had 10 applicants so far.



## **Pandemic Preparedness Policy**

Should an infectious disease or other public health threat affect our community, the library will comply with requests from the Rock County Health Department, the State of Wisconsin, or the City of Milton to assist in preventing the spread of the disease.

Should a quarantine be ordered for the City of Milton by local, state, or federal agencies, the library will be closed to the public immediately. The Library Director has full discretion to work with the City of Milton in accordance to their Infection Disease Preparedness & Response Plan in response to a public health emergency. Immediate actions, such as closing the library, will not need prior approval from the Library Board.

The Library Board also gives the Library Director discretion in temporarily changing the library's hours of operation, public access to the building, and staff work locations in immediate response to a public health emergency. The Library Director will communicate such actions to the Library Board as soon as possible.

In the event the library closes due to a public health concern:

- Staff, the Library Board, Arrowhead Library System, Lakeshores Library System, and city administration will be notified of the decision and any updates.
- Full-time staff will continue to be paid at their normal rate. Part-time staff will be paid for their regularly scheduled time during closure. Staff will be encouraged to work from home with Direction from the Library Director.
- The Library Director may still need to report to the library for various reasons.
- All events scheduled to take place at the library will be cancelled. Those who have reserved the study and meeting rooms will be notified.
- The book drops may be closed off and the lobby area locked.
- All due dates will be extended until the library reopens. The hold shelf will also be extended.
- All library updates will be communicated via the library's social media and website.

In the event the library remains open after confirmation of state and local public health risk, extra precautions will be taken to prevent or slow the spread of the disease.

- All tables, chairs, public-access computer stations, staff workstations, door knobs, or other regularly touched surfaces will be sanitized daily.
- Library staff and volunteers will clean covers of returned library materials as often as possible before returning items to circulation. Items may also be quarantined for an extended period of time.
- All soft toys (i.e., puppets, costumes, stuffed animals) will be washed and put into storage. Additional hard toys will be limited and disinfected on a regular basis.
- Staff will provide hand sanitizers and disinfectant wipes to patrons (if available).
- Staff will be allowed to wear gloves and encourage patrons to scan their own library cards.
- Staff will increase promotion of online services and the after-hours book lockers.
- The library will not accept any book or DVD donations.

- The library will limit the number of people who may attend any program by temporarily reducing activity room and conference room maximum capacities. Storytime may require sign up to ensure limited attendance.

Adopted: DRAFT