



**MILTON PUBLIC LIBRARY | BOARD OF TRUSTEES**

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

**Zoom Teleconference**

**Dial in at 1-312-626-6799 and enter meeting ID # 844 8982 9182**

**Weblink: <https://us02web.zoom.us/j/84489829182>**

**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/84489829182>

Any person who is unable to access the meeting via the internet link may call 1(312) 626-6799 and enter Meeting ID: 844 8982 9182 to monitor the meeting via telephone.

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: June 1, 2020
4. Approval of Expenditures for June 2020
5. Director's Report
6. Report on ALS activities
7. TAB President's Report
8. New Business
  - a. Annual Meeting: Election of Officers
  - b. Discussion and possible action on Public Information Coordinator job description.
  - c. Discussion and possible action on Tween and Technology Coordinator job description.
9. General Items
  - a. Story Gardens Update
  - b. Review of Safer at Home Survey
  - c. Food Truck Rally – Sunday, August 30
10. Next meeting: Monday, August 3, at 6:30 p.m.
11. Motion to Adjourn
12. Adjournment

**PROCEEDINGS OF THE  
MILTON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
June 1, 2020**

**Call to Order:** The meeting was called to order at 6:31p.m. by President Annette Smith. Present: Rusch, Stricker, Smith, Director Kunkel, Dean, Schuetz, Collins, TAB President Lily G. Guest: Inga Cushman Absent: Tupper

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

**Approval of Minutes:** Collins moved approval of the minutes of the meeting on May 4, 2020 as distributed, seconded by Stricker. Motion passed unanimously.

**Approval of Expenditures:** The 13 Staff and Public computers were purchased and installed - bought a table for the self checkout machine. Bank Tube in play area - fixed right before closure. Dean moved approval; Collins seconded. Motion passed unanimously.

**Director's Report:** Kunkel shared the financial statement created by Nelson. MPL is working on opening up following City guidelines. There is a Plexiglass partition at the checkout desk. The book drop is open two days a week. As the MPL moves to daily drop off - there will need to be a place to quarantine books for 72 hours. Johns's Disposal donated trash bins for quarantining. Kunkel will work on a cleaning schedule. Last month there were 350 curbside pickups. Deliveries from other libraries have started up again. Summer reading program finalized. Take and make kits will be available. \$1,000 donation for library for Jayme Anderson to spend as she chooses. Lily G is the first recipient of the Friends of MPL scholarship.

**Arrowhead Library System Report:** Smith: Discussion focused on what area libraries are doing for reopening.

**TAB President's Report:** Library Lope is moved to October 4; planning on a dress up run - Halloween costume. if restrictions are still in place, the run will go virtual.

### **New Business**

**Consideration of 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: library schedule modification due to staff accommodations:** Stricker moved to convene into closed session; Schuetz seconded. Motion passed unanimously.

**Reconvene into open session for discussion.** Collins moved to reconvene, seconded by Stricker. Motion passed unanimously.

**Review, discussion, and possible action of Milton Public Library's Reopening Phases -** Kunkel went over reopening phases, beginning June 8, with Phase 1b - Expand curbside service hours, Library closed Wednesday and Sunday. Expand book drop off to coincide with curbside service. Computer services added on a limited basis. Will take small incremental steps to reopening.

**General Items:** Story Gardens Update - June 4, a Pollinator garden will be put in. Heather Hanson hired to create a butterfly mosaic. Two raised beds will be installed on Thursday as well. Donations request on the MPL website.

**Adjournment:** Collins moved adjournment and Stricker seconded the motion. Motion passed unanimously and the meeting adjourned at 7:40 p.m.

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

Respectfully Submitted,  
Deborah Dean

**Library Expenditures  
June 2020**

Amazon: Books & AV & Office Supplies	\$1,009.75
Animoto Video Creation Service	\$65.00
Baker & Taylor Books & AV	\$1,762.35
Corporate Business Services	\$42.12
Kahoot! Trial	\$72.00
Lakeshores Library System Computer installation and IT work	\$726.25

## Director's Report

- 1,045 curbside pick ups since Monday, April 27.
- 62 Surprise Me! requests since Monday, April 27.
- 27 computer/copier appointments since Monday, June 8.

As of Monday, July 6, the library is in Phase 2 of our Reopening Plan:

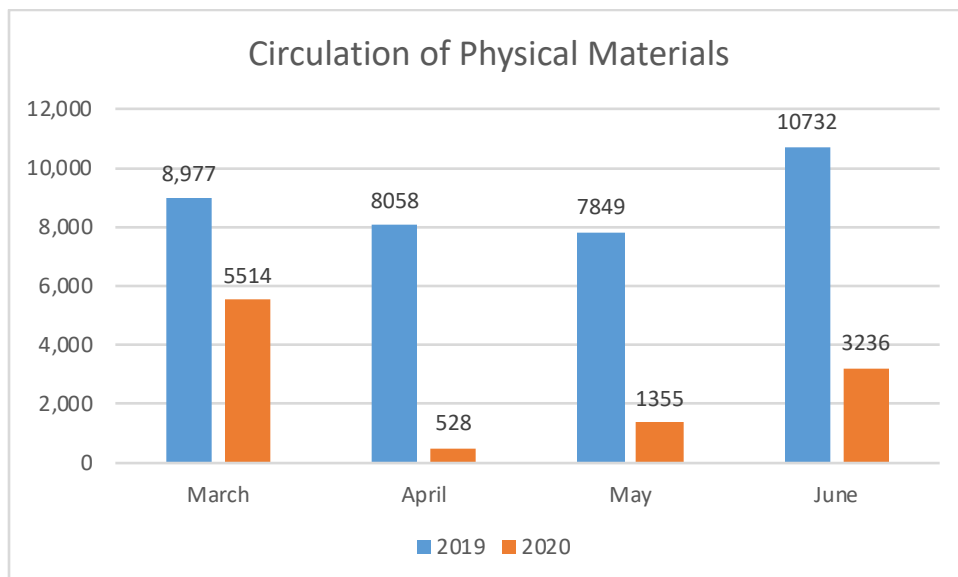
# PHASE 2

## Beginning July 6, 2020

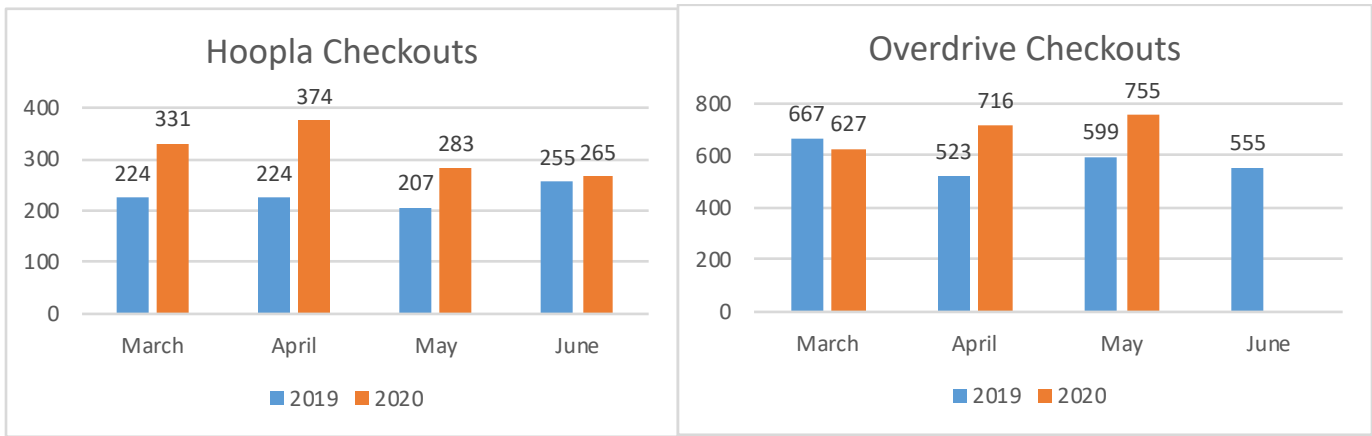
<b>POTENTIAL TRIGGER</b>	Phase 2 of RCBB and/or Phase 2 of Milton's Reopening Plan
<b>PRIMARY SERVICES</b>	Increased access to the building, browsing, computer use, resource sharing among libraries in the SHARE consortium, online resources and programming, reference/technology assistance via in person/phone/web/email.
<b>HOURS</b>	10:00 to 6:00, M/Tu/Th/F; 10:00-4:00 Saturday. Library closed Wednesdays and Sundays
<b>SAFETY MEASURES</b>	<ul style="list-style-type: none"> <li>○ Staff staying home if showing COVID-19 symptoms</li> <li>○ Sneeze guards at all three checkout computers</li> <li>○ Face masks (required for staff; highly encouraged for patrons); limited number of disposal masks available for patrons</li> <li>○ Hand sanitizer available for patrons</li> <li>○ Social distancing marks on the floor by circulation desk and self-checkout</li> <li>○ Staff assigned to computers/phones</li> <li>○ Keyboard/mouse covers for public computers</li> <li>○ Hourly cleaning checklist for high-touch areas</li> <li>○ Frequent handwashing by staff; encourage patrons to wash their hands or use hand sanitizer upon entering the library (signage)</li> <li>○ Work areas are wiped down after every shift</li> </ul>
<b>STAFF</b>	Two to three staff members in the library at a time; rotating office use. Decreased remote work for full time; no remote work for part-time.
<b>PUBLIC ACCESS TO BUILDING</b>	<p>Limited to computers and browsing/checking out materials</p> <ul style="list-style-type: none"> <li>○ <b>25% capacity</b> (approximately 30 patrons in the library at a time)</li> <li>○ Those under the age of 16 <b>must</b> be accompanied by an adult</li> <li>○ Curbside is continued</li> <li>○ Returns accepted in lobby book drops only; items will continue to be quarantined for 72 hours <ul style="list-style-type: none"> <li>■ Quarantined in The SPARK</li> <li>■ Staff will not personally accept returns</li> </ul> </li> </ul>

- Computers spaced out (4 in the technology area); limit to 60 minute sessions a day per patron.
  - If needed, continue to make computer use by appointment only
  - Staff will not be offering one-on-one help and will follow social distancing measures with patrons
- Use of self-checkout (with stylus) will be encouraged
- Online programming; no in-person programming
- Cashless transactions - we will either have patrons swipe a card, drop cash into the donation box, or bill their account to eliminate staff handling cash
- No book and/or DVD donations accepted
- Toys, games, and puzzles put into storage
- The SPARK and children's play area closed
- Study rooms will be unavailable.
- Seating limited throughout the library
  - One chair per study table
  - Lounge seating spaced out and/or removed
  - Booths made unavailable in the teen area
- Restroom access is for patrons in the library only
- No access to Keurig machine

**CIRCULATION:**



There was a **70%** decrease in circulation of physical materials when comparing March-June from 2019 with 2020.



**Hoopla Financials:**

March 2020	\$750.00	\$659.65
April 2020	\$700.00	\$599.03
May 2020	\$550.00	\$516.92
June 2020	550	\$542.33

Many libraries did see an increase in downloads in March and April, but then a decrease in May and June as libraries started curbside and/or opening back up.

**PROGRAMMING:**

Children				
June 3	Virtual Storytime			17
June 10	Virtual Storytime			13
June 17	Virtual Storytime			12
June 21	Weekend Wind Down			12
June 24	Virtual Storytime			12
June 28	Weekend Wind Down			11
Teen				
June 25	YouPaint		5	5
June 25	Little Owl/Wise Owl Participants	4	4	8
June 30	TAB		7	7
Adults				
June 1-30	1-on-1 Tech appts	2		2
June 9	American Lives (Zoom)	6		6
June 16	Tiki Cork Necklace (bags taken)	8		8

Staff have made over 100 videos since the library closed in March.

ALS has purchased CreativeBug for the libraries. CreativeBug offers 1,000 of craft videos and tutorials by renowned artists and patrons can work at their own pace.

Lynda.com has also been renewed; with LLS and ALS hoping a grant will cover the costs of that.

**BUDGET 2021:**

Obviously, a lot is up in the air right now concerning the budget. Arrowhead has given us a number of **\$94,175.36** for our Rock County Funding in 2021. That's up from \$93,312.47 from this year.

Our other county payments for next year's budget are:

Dane: **\$936**

Green: **\$219**

Jefferson: **\$2647**

No discussions yet with the City. No final numbers for our SHARE or ALS payments yet. We will be putting \$4,300 into Hoopla.



**Department:** Milton Public Library

**Position:** Public Information Coordinator

**Position Accountability:** Works under the direction and supervision of the Milton Public Library Director.

**Major Duties and Responsibilities:**

- Uses Wordpress to maintain the accuracy and presentation of the library's website.
- Creates promotional items, including posters, program brochures, logos, graphics, and videos. Knowledge of Microsoft Publisher and/or Adobe Illustrator is preferred to carry out these tasks.
- Maintains the library's Twitter, Instagram, and YouTube accounts.
- Assist in preparing news releases that promote library events and services.
- Seeks out and completes grant opportunities for the library
- Seeks out and creates community connections through networking.
- Assist with routine circulation desk procedures including book check-in/out, overdue fee processing, book deliveries, and assisting patron with ready-reference questions, reader's advisory, bibliographic instruction, and database searching in person and on phone.

**Knowledge and Abilities**

The Milton Public Library is a fast-moving and creative work place. Its success depends on employees' abilities to work independently, organize and prioritize work, respond to varied and changing work demands, and make decisions while maintaining courteous and professional relationships with the library patrons, coworkers, and supervisors. Employees are responsible for understanding library policies and procedures and applying them to library operations. Employees are further encouraged to maintain their work skills through participation in professional development activities.

**Work Environment:**

The library work environment requires the ability to sit or stand for extended periods of time; walking, climbing, kneeling, reaching, and crouching; ability to move, bend, stoop, and lift and carry books approximately 25 pounds or less; and ability to maneuver a fully-loaded book cart. Some travel is required to attend meetings in Milton and outside of Milton. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**Equipment Used**

Computers and printers, book truck, copy machine, telephone, laminator, and iPads.

**Special Requirements**

- Ability to work evenings and weekends

**Education and Experience**

Applicants must have a high school diploma or GED. At least two years of library experience preferred.



**Department:** Milton Public Library

**Position:** Tween and Technology Assistant

**Position Accountability:** Works under the direction and supervision of the Milton Public Library Director

### **Major Duties and Responsibilities**

- Develop and implement tween programs for the community and build and sustain relationships with community partners relevant to tween services.
- Assist with routine circulation desk procedures including book check-in/out, overdue fee processing, book deliveries, and assisting patron with ready-reference questions, reader's advisory, bibliographic instruction, and database searching in person and on phone.
- Assist patrons with basic word processing, database searching, spreadsheet software, email, social networking sites and other technology related question through scheduled one-on-one help.
- Help obtain, maintain, and utilize technology for The SPARK (makerspace).
- Perform other related work as needed.

### **Knowledge and Abilities**

The Milton Public Library is a fast-moving and creative work place. Its success depends on employees' abilities to work independently, organize and prioritize work, respond to varied and changing work demands, and make decisions while maintaining courteous and professional relationships with the library patrons, coworkers, and supervisors. Employees are responsible for understanding library policies and procedures and applying them to library operations. Employees are further encouraged to maintain their work skills through participation in professional development activities.

### **Work Environment:**

The library work environment requires the ability to sit or stand for extended periods of time; walking, climbing, kneeling, reaching, and crouching; ability to move, bend, stoop, and lift and carry books approximately 25 pounds or less; and ability to maneuver a fully-loaded book cart. Due to varying health concerns in the community, staff may be required to wear face masks or cloth face coverings and clean more frequently. Additional protective measures may be imposed depending on the severity of the situation and recommendations from DPI and public health officials. Some travel is required to attend meetings in Milton and outside of Milton. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

### **Equipment Used**

Computers and printers, book truck, copy machine, telephone, laminator, and iPads.

### **Special Requirements**

- Ability to work evenings and weekends

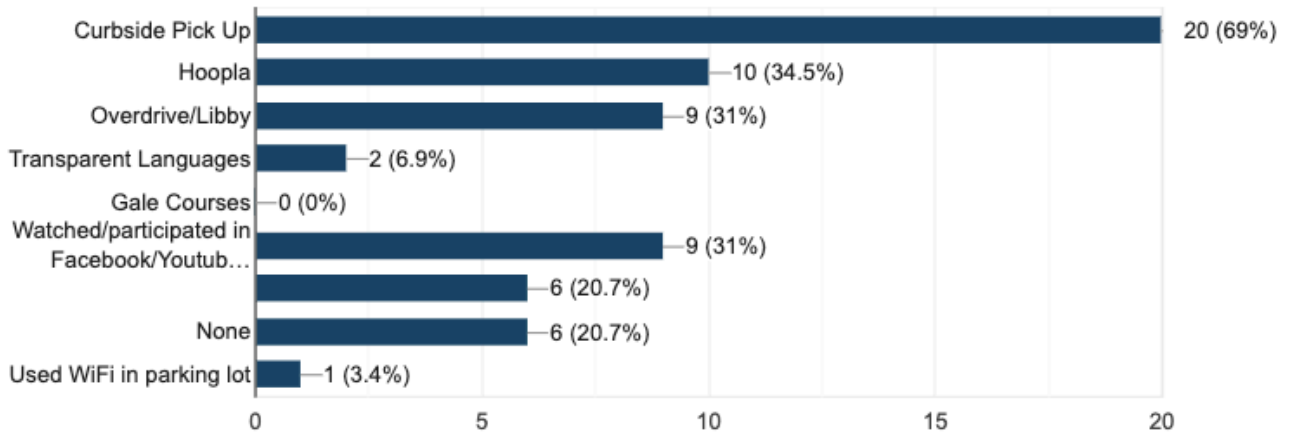
### **Education and Experience**

Applicants must have a high school diploma or GED. At least two years of library experience or equivalent experience preferred.

# Safer at Home Survey

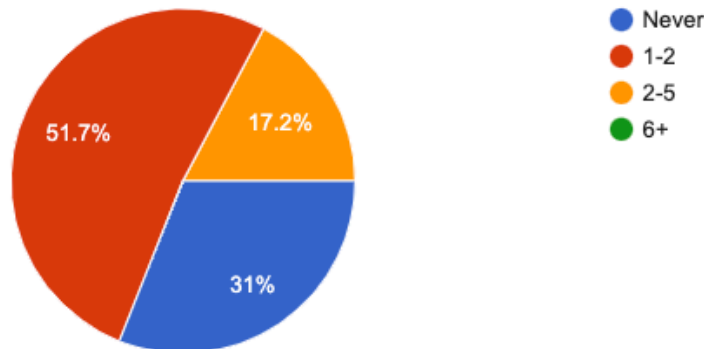
During the last two months, what library services have you used? Please select all that apply.

29 responses



How often have you participated in our Curbside Pick Up service in the past month?

29 responses



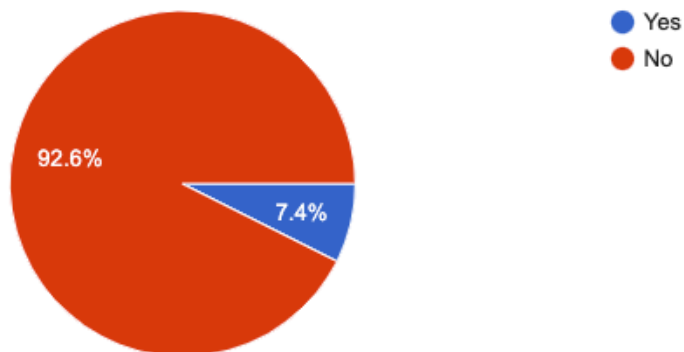
Any comments about Curbside? Was the process easy or confusing? Please provide any feedback for staff. 15 responses

- Easy
- Very easy process, it was much appreciated!
- It was excellent.
- Requested a couple of books, didn't read the process, got this survey, checked my holds, books are pulled, read the process. I thought I'd get an email when they were ready. I should have read the directions.
- Easy!
- Was afraid to try it
- It worked fine.
- Well done
- So easy, quick and much appreciated
- Very easy!

- Thank you!
- Super easy, never any issues. I just hope the staff found it ok, they always sounded out of breath on the phone
- Super easy and made us feel SAFE!!
- Very easy.

### Have you used the Surprise Me! Request Form?

27 responses



### Any comments about the Surprise Me! Request Form? 5 responses

- Was very happy with the selections.
- I should read about this too. ;)
- Like the idea just never tried it
- Love it!
- Sounds like fun. I'd try it just to see what I get. :-)

### Do you have stories and/or comments on how the library has helped you and/or your family since the Safer at Home order? 9 responses

- I've been loving the videos-great ideas for fun projects!
- I got a ton of books right before you closed that was very helpful
- My daughter Cora has always enjoyed Storytime with Miss Jayme. Now that Storytime is online, and she can hit "play" over and over again, she is obsessed. She especially loved the week the topic was gardens. Over a week later, and she is still reciting the story (which is an old favorite) and the things Jayme said during storytime verbatim. We eat a plant-based diet, so it was really great for Cora to participate in a storytime that was so relatable for her. That meant a lot to all of us. Thank you!
- Been patient and kind
- I read a lot, so I was worried the library would close. It was so nice to be able to keep reading :)
- It's comforting to know it is there and that I can get books when I need and want them.
- the videos are awesome! A great way to feel connected
- We LOVE reading books! While we miss browsing in person we are so beyond grateful to have access to physical books during this time!!!!

- I ordered 8 books right before the library closed, so I had plenty of reading material during Safer at Home.

#### Any other comments?<sup>10</sup> responses

- We recently moved back to the area after spending time traveling and living out of state. To be honest, the library was one of the big things we missed and played a part in our moving back. We can't wait to partake in things when the time is right and look forward to watching the library grow.
- I probably would have used curbside more, but the last 6 six weeks or so have been very busy.
- Thank you for all you do!
- Wish I could come in by appointment To get books
- Thanks
- Thank you
- Thank you for all you for our community! You guys are the best!
- If i knew how to reserve books online, i would have requested several items over the past few months and used curbside pickup
- We are grateful for all you are continuing to do to promote literacy during this time! You rock!
- You've all been awesome. Look forward to the day I can return to the inside of the library.