



**MILTON PUBLIC LIBRARY | BOARD OF TRUSTEES**

**Monday, August 3, 2020, 6:30 p.m.**

**Zoom Teleconference**

**Dial in at 1-312-626-6799 and enter meeting ID # 821 3772 8225**

**Weblink: <https://us02web.zoom.us/j/82137728225>**

**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/82137728225>

Any person who is unable to access the meeting via the internet link may call 1(312) 626-6799 and enter Meeting ID: 821 3772 8225 to monitor the meeting via telephone.

**AGENDA**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: July 6, 2020
4. Approval of Expenditures for July 2020
5. Director's Report
6. Report on ALS activities
7. TAB President's Report
8. New Business
  - a. Budget update
  - b. 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.
  - c. Discussion of fall operations in conjunction with the school year.
9. General Items
  - a. Story Gardens Update
  - b. Food Truck Rally – Sunday, August 30
10. Next meeting: Wednesday, September 2, at 6:30
11. Motion to Adjourn
12. Adjournment

**PROCEEDINGS OF THE  
MILTON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
July 6, 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. Absent: Tupper

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

**Approval of Minutes:** Collins moved approval of the minutes of the meeting on June 1, 2020 as distributed, seconded by Schuetz. Motion passed unanimously.

**Approval of Expenditures:** Kunkel purchased an Animoto subscription and a Kahoot! subscription for online activities and programs. Collins moved approval; Schuetz seconded. Motion passed unanimously.

**Director's Report:** MPL entered phase 2 today – open to public in a reduced capacity. The library is averaging 15 walk-ins and about 15 curbside pickups daily. Programming - Destination Storytimes; Take and Make Kits; new Creativebug subscription; renewed Lynda subscription.

**Arrowhead Library System Report:** Smith: Meeting is July 8.

**TAB President's Report:** Difficult to reach teens during these times, TAB has been making videos (getting ready for college, TV series, pets) sharing what we are doing to reach out to other teens.

**New Business**

**Annual Meeting: Election of Officers:** Motion by Rusch, seconded by Collins to approve the following slate of officers: Annette Smith - President, Rose Stricker - Vice-President, Deb Dean - Secretary. Motion approved unanimously.

**Discussion and possible action on Public Information Coordinator job description:** Stricker moved, seconded by Schuetz to approve the job description of Public Information Coordinator. Motion approved unanimously.

**Discussion and possible action on Tween and Technology Coordinator job description:** Collins moved, seconded by Dean to approve the job description of Public Information Coordinator. Motion approved unanimously.

**General Items:**

**Story Gardens Update:** Pollinator Garden installed, along with signage; waiting to hear about the AARP grant; Silha & Sons donating dirt for the project. Ready to purchase plans for gardens.

**Review of Safer at Home Survey:** MPL received a lot of positive feedback

**Food Truck Rally:** Scheduled for Sunday, August 30 (MPL discussed possibility of spreading the trucks throughout the city)

**Motion to Adjourn:** Collins moved adjournment at 7:17 pm, seconded by Rusch. Motion approved unanimously.

**Next meeting:** Monday, August 3, at 6:30 p.m.

Respectfully submitted,  
Deborah Dean

**Library Expenditures  
July 2020**

Amazon: Books & AV & Office Supplies	\$625.15
Baker & Taylor Books & AV	\$1,210.36
Corporate Business Services	\$73.33
State of Wisconsin Department of Administration TEACH (Internet)	\$600.00

## Director's Report

Operations have been going well and staff is healthy. We're averaging about 25-30 people a day, but spread throughout the 8 hours we're open. We're also doing about 9 curbside pick ups a day as well. The self-checkout is being used more often, and most patrons are in and out. We average about 4-5 computer users a day.

Masks are now required in the library by vote of the Common Council on Tuesday, July 28. It would have been on this agenda if it wasn't made a city policy.

A new study shows that COVID-19 can potentially stay on glossy surfaces (such as magazines and board books) for up to 4 days. DPI recommends that we now quarantine items for 4 days instead of 3. That hasn't really changed our workload too much, and we still have enough trash bins to handle the amount of returns.

Our job opening has been posted and we're accepting applications until August 14.

A student from UW-Whitewater will be doing a Public Library Practicum here during the fall semester. The majority of it will be done virtually and Jayme and I will meet with her on a regular basis to go through her different requirements. She will also work on several projects for the library, including creating reading initiatives for teens, reviewing our collections for inclusivity, and working on a training plan for all positions.

The Friends of the Milton Public Library Membership Committee met to get back on track with a membership drive. I'm a little concerned about funding for the next couple years and it would be nice to work with the Friends again for program funding, possible funding for staff training opportunities, and other extras. Will also schedule meetings with the Executive Board and the Book Sale Committee to get reconnected and our momentum going again.

Through a Routes to Recovery grant, we are hoping to get reimbursed for our self-checkout machine as it was purchased to reduce contact between staff and patrons. We also purchased silicone covers for the public and staff computers. No more cling wrap!

I moved our gardening/flower books to their own locations to tie in with our Story Gardens. Staff is also working on creating book club kits for all ages. We're trying to think of different ways to get people reading.

The City is going through a strategic planning process with various employee meetings and focus groups. I would like to get back to work on our strategic plan as well.

### PROGRAMMING

We are still planning on virtual programming though the rest of the year. We'll continue with Take and Make kits, pre-recorded videos, and Zoom programming. We are going to take a break in September (aside from Storytime) as we figure a lot of people are going to be adjusting to a new school schedule. We'll like to work with the schools and teachers, too, but we'll let them get settled in first.

Jayme has been making some amazing destination storytimes, and people are enjoying Angie's chicken videos. I interviewed Rebecca Kordatsky about her newly published book and had a successful The Office trivia night.

Children					
July 1	Virtual Storytime				13
July 5	Weekend Wind Down				12
July 8	Virtual Storytime				11
July 12	Weekend Wind Down				6
July 15	Virtual Storytime				11
July 19	Weekend Wind Down				9
July 22	Virtual Storytime				9
July 26	Weekend Wind Down				7
Tween					
July 7	Dotted Dragonfly Rock Art		12		12
July 20	Animal Trivia Zoom & Kahoot		8		8
July 27	Minecraft Monday Pop-Up Program				
Teen					
July 2	Little Owl/Wise Owl Launch (Zoom)			10	10
July 28	TAB			2	2
Adults					
July 7	Baseball Keychain (bags taken)	3			3
July 14	American Lives	7			7
July 24	The Office Trivia			26	26

## BUDGET UPDATE

County Reimbursements	2021	2020
Rock County	\$94,175.36	\$93,312
Jefferson	\$2,647	\$1,930.68
Green	\$219.10	0
Dane	\$936	\$1,607
Walworth	\$1,340	\$486.08
<b>TOTAL</b>	<b>\$99,317.88</b>	<b>\$97,335.76</b>

ALS Payment	\$19,073.81		
SHARE	\$5,816	Automation Maintenance	\$3,536
Overdrive	\$2,364.29	Automation Reserve Fund	\$737
Hoopla	\$4,300.00	SkyRiver	\$1,021
LLS Support Agreement	\$6,594	Brainfuse*	\$522

ALS Payment in 2020 was \$15,745.92. The increase is due in part because of our great circulation last year. We took a higher percentage of the overall ALS checkouts and registered borrowers in 2019 than we did in 2018.

	2018	2019
% of Registered Borrowers	6.03%	7.00%
% of Circulation	7.39%	8.49%

\*Brainfuse is a new online service that provides online tutoring, test prep, homework, help, and job-seeking assistance. All the Lakeshore Library consortium libraries are purchasing it. I'm hoping to request funding from the Friends, or even get reimbursed through the Routes to Recovery grant.

No real numbers or direction from the city quite yet.