



MILTON PUBLIC LIBRARY | BOARD OF TRUSTEES

Wednesday, September 2, 2020, 6:30 p.m.

Zoom Teleconference

Dial in at 1-312-626-6799 and enter meeting ID # 812 0548 3859 and Passcode: 248661

Weblink: <https://us02web.zoom.us/j/81205483859>

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/81205483859>

Any person who is unable to access the meeting via the internet link may call 1(312) 626-6799 and enter Meeting ID: 812 0548 3859 to monitor the meeting via telephone.

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: August 3, 2020
4. Approval of Expenditures for August 2020
5. Director's Report
6. Report on ALS activities
7. TAB President's Report
8. New Business
 - a. Review and possible action on preliminary 2021 Budget
 - b. Review and possible action on 2021 Library Closings
9. General Items
 - a. Story Gardens Update
 - b. Friends of Milton Public Library Update
10. Next meeting: Monday, October 5, at 6:30
11. Motion to Adjourn
12. Adjournment

**PROCEEDINGS OF THE
MILTON PUBLIC LIBRARY
BOARD OF TRUSTEES
August 3, 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, Tupper and TAB President Lily G. Absent: None
Approval of Agenda: Stricker moved approval of the agenda, seconded by Rusch. Motion passed unanimously.

Approval of Minutes: Rusch moved approval of the minutes of the meeting on July 6, 2020 as distributed, seconded by Stricker. Motion passed unanimously.

Approval of Expenditures: Kunkel highlighted book purchases, the new copy machine and internet installment payment Rusch moved approval; Tupper seconded. Motion passed unanimously.

Director's Report: Kunkel reported things are going well; self checkout being used more during this time. Quarantining books for 4 days now instead of 3. Posted job opening and have 9 applicants so far; 5 slated for interview; Still 2 weeks to go before posting closes. UWW student doing a practicum this fall. Met with Friends group. Bringing back our strategic planning in the fall.

Arrowhead Library System Report: Smith - Discussion continues on ALS strategic planning, consolidation, merging systems

TAB President's Report: Lily – Library Lope will be virtual date range: Sept 27-October 4. Participants will do the run and submit the form. 1st 100 that sign up and submit their time will get a medal.

New Business

Budget update: Kunkel gave a recap of the budget so far this year. No discussion from City yet on next year's budget.

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: MPL discussed the remaining debt to the City of Milton. Tupper moved to request from the CSFW the transfer of \$14,877.22 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. Stricker seconded. Motion passed unanimously.

Discussion of fall operations in conjunction with the school year: Moving to 6 days a week soon, but will (not return to later hours at this point. Kunkel would like to keep age restriction to 14+ (HS) so the library does not become a dropoff/hangout site for younger students.

General Items:

Story Gardens Update: Kunkel is planning to take pictures of the gardens. MPL plans to sell prints of flowers; work on raising \$\$ for outdoor programming space (gazebo)

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

Food Truck Rally: Sunday, August 30 – 6 food trucks; spaced about east side of Milton; punch cards for incentives

ISTE: on hold; will try again for ISTE 2021

Motion to Adjourn: Collins moved adjournment at 7:02 pm, seconded by Rusch. Motion approved unanimously.

Next meeting: Wednesday, September 2, at 6:30 p.m.

Respectfully submitted,
Deborah Dean

**Library Expenditures
August 2020**

Amazon: Books & AV & Office Supplies	\$467.80
Baker & Taylor Books & AV	\$2,533.09
Corporate Business Services	\$64.74
Staples Office Paper	\$80.97
APG Newspaper	\$24.50

Director's Report

Food Truck Rally Update

We interviewed 4 candidates for the Tween and Technology Assistant position. There were 19 applications, and we put through 6 for interviews; 2 dropped out. However, all three were great interviews. We extended an offer to one of the candidates.

Cassie put in her two week's notice on Monday, August 24. Her last day will be Monday, September 7. We're currently exploring options for that position.

With the hiring of the new position, we will open up the library on Wednesdays from 10:00 to 6:00 once that person is trained and ready to go. I still want to keep only three people working in the library at a time, and Jayme, Angie, and myself will have a work-from-home day. When we hire for Cassie's position, I will have to get creative with the schedule again and we might have the opportunity to open back up on Sundays or extend out Monday and Tuesday hours to 8:00 p.m.

My plan for the school year is to take a wait and see approach. We are still going to encourage short visits, to keep the study rooms closed, and to keep a very limited number of tables and chairs out. Really not change anything we're doing now. Curious to see what after school will be like and we'll adjust as needed. Jayme has already reached out and created a plan on how to help with 4k students/teachers. We've also reached out to the elementary schools to see if we can provide them with monthly classroom books.

ALS Librarians are working on a collaboration to do a monthly, week-long series that involves each library creating a daily video on a subject. For example, Jayme will do a math video on the Wednesday of that week. This will be aimed at children 4-10. We'll try it for October, November, and December, and see how it goes.

PROPOSED 2021 CLOSINGS

New Year's Day, Friday, January 1, 2021
Saturday (Easter weekend) Saturday, April 3, 2021
Easter Sunday, Sunday, April 4, 2021
Saturday (Memorial Day weekend), May 29, 2021
Sunday (Memorial Day weekend), May 30, 2021
Memorial Day, Monday, May 31, 2021
Saturday, July 3, 2021
Fourth of July, Sunday, July 4, 2021
Saturday (Labor Day weekend), September 4, 2021
Sunday (Labor Day weekend), September 5, 2021
Labor Day, Monday, September 6, 2021
Thanksgiving, Thursday, November 25, 2021
Day after Thanksgiving, Friday, November 26, 2021
Christmas Eve, Friday, December 24, 2021
Christmas Day, Saturday, December 25, 2021
Sunday, December 26, 2021
New Year's Eve, Friday, December 31, 2021