



MILTON PUBLIC LIBRARY | BOARD OF TRUSTEES

Monday, October 5, 2020, 6:30 p.m.

Zoom Teleconference

Dial in at 1-312-626-6799 and enter meeting ID # 847 5072 8796 and Passcode: 975266

Weblink: <https://us02web.zoom.us/j/84750728796?pwd=S3dSZlAyNU5zYXdkM2F3ekJORDdVdz09>

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/84750728796?pwd=S3dSZlAyNU5zYXdkM2F3ekJORDdVdz09>

Any person who is unable to access the meeting via the internet link may call 1(312) 626-6799 and enter Meeting ID: 847 5072 8796 to monitor the meeting via telephone.

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: September 2, 2020
4. Approval of Expenditures for September 2020
5. Director's Report
6. Report on ALS activities
7. TAB President's Report
8. New Business
 - a. Discussion and possible action: 2021 Preliminary Budget
9. General Items
 - a. Story Gardens update
10. Next meeting: Monday, November 2, at 6:30
11. Motion to Adjourn
12. Adjournment

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

Call to Order: The meeting was called to order at 6:53 p.m. by President Annette Smith. Present: Smith, Collins, Stricker, Schuetz, and Director Kunkel.

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

Approval of Minutes: Collins moved approval of the minutes from the meeting on August 3, 2020 as distributed, seconded by Schuetz. Motion passed unanimously.

Approval of Expenditures for August 2020: Schuetz moved approval of the August 2020 expenditures, seconded by Stricker. Motion passed unanimously.

Director's Report: Kunkel gave an update on the successful Food Truck Rally. Interviewed 4 candidates for the Tween & Technology position and have extended the offer to an applicant. With this hire, the library will open up on Wednesdays. Cassie put in her two weeks' notice, and Kunkel is exploring options for this new open position, including bringing back two applicants for the Tween position for another set of interviews. ALS libraries are working on a collaborative project to create educational videos for ages 4-10; Jayme will be creating math videos.

Report on ALS activities: ALS is moving forward with their strategic plan.

TAB President's Report: Lily graduated and there will be a new TAB president.

New Business:

Review and possible action on preliminary 2021 Budget: Kunkel went through a very preliminary budget. Still waiting on some numbers. No action taken.

Review and possible action on 2021 Library Closings: Stricker moved approval of the 2021 library closings, Schuetz seconded. Motion passed unanimously.

General Items

Story Gardens Update: Kunkel gave an update on the Story Gardens. The new monarch mosaic is installed, and a few donations have come in. The plans for the outdoor programming space have been purchased and the Story Gardens committee will find out the cost for materials.

Friends of Milton Public Library Update: Kunkel has meet with the Membership Committee and the Friends have launched a membership campaign. Kunkel is also working the Book Sale Committee to have a sidewalk book sale.

Motion to Adjourn: Collins moved adjournment at 7:21 p.m., seconded by Schuetz. Motion approved unanimously.

Next meeting: Monday, October 5, at 6:30

Respectfully submitted,
Ashlee Kunkel

**Library Expenditures
September 2020**

Amazon: Books & AV & Office Supplies	\$604.40
Baker & Taylor Books & AV	\$2176.77
Corporate Business Services	\$65.42
Braun Thyssenkrupp Elevator Quarterly elevator inspection	\$194.05
National Elevator Inspection Services Yearly inspection/permit	\$90.20
DOA Raffle License	\$25.50
Soundcloud Podcasting subscription	\$144.00
Facebook Ads	\$9.00
APG SW Newspaper	\$24.50
Jay's Big Rolls Paper towels (Will be reimbursed with Road to Recovery Funds)	\$1,023.00

Director's Report

Marijka Bosma has started as our Tween Librarian and is settling in great! She is working 30 hours a week.

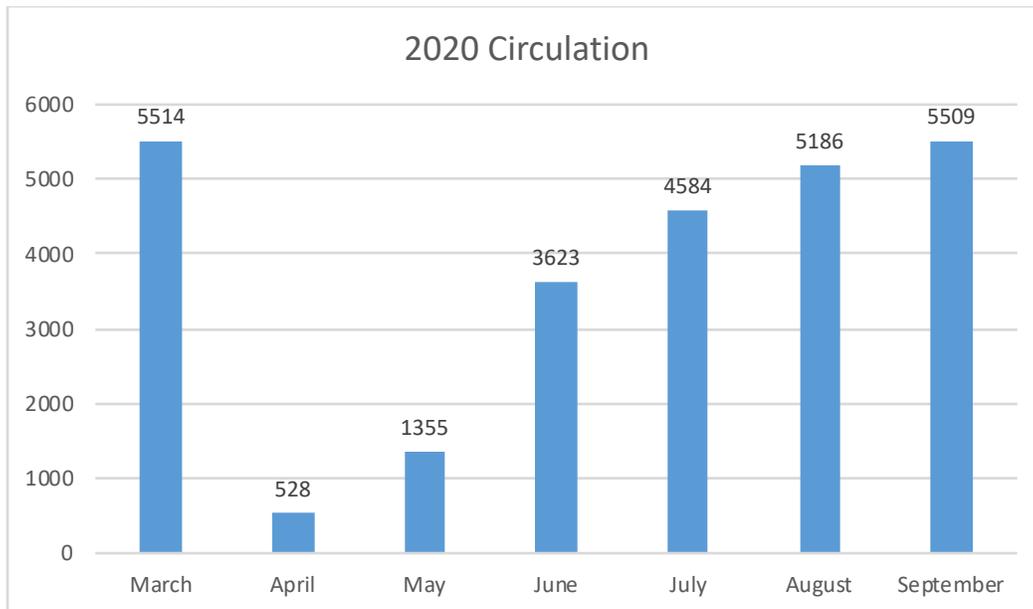
Ashley Colstad has been hired as our Public Information Coordinator and will start on Thursday, October 8. She will also be 30 hours a week.

The library is now open Monday-Friday, 10:00 to 6:00 and Saturday, 10:00 to 4:00. The new schedule has Angie working from home on Mondays, myself on Wednesdays, and Jayme on Thursdays. Four staff members will be in at the library at a time rotating between office time, 1st floor desk time, and 2nd floor desk time if needed.

I attended the virtual 2020 Association for Rural & Small Libraries Conference, September 28 – October 2.

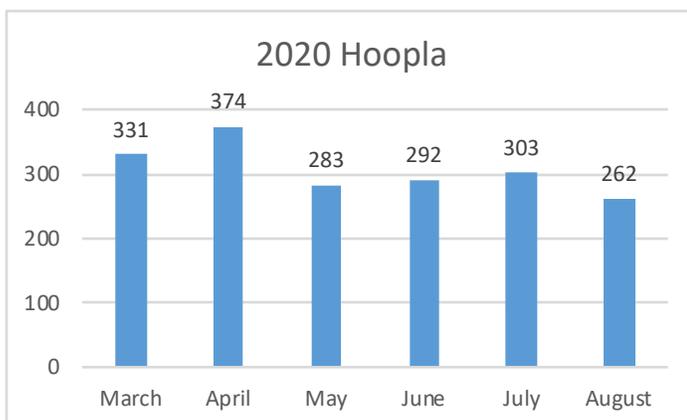
Friends of the Milton Public Library Grab Bag Sale has been very successful and we've sold 37 bags so far.

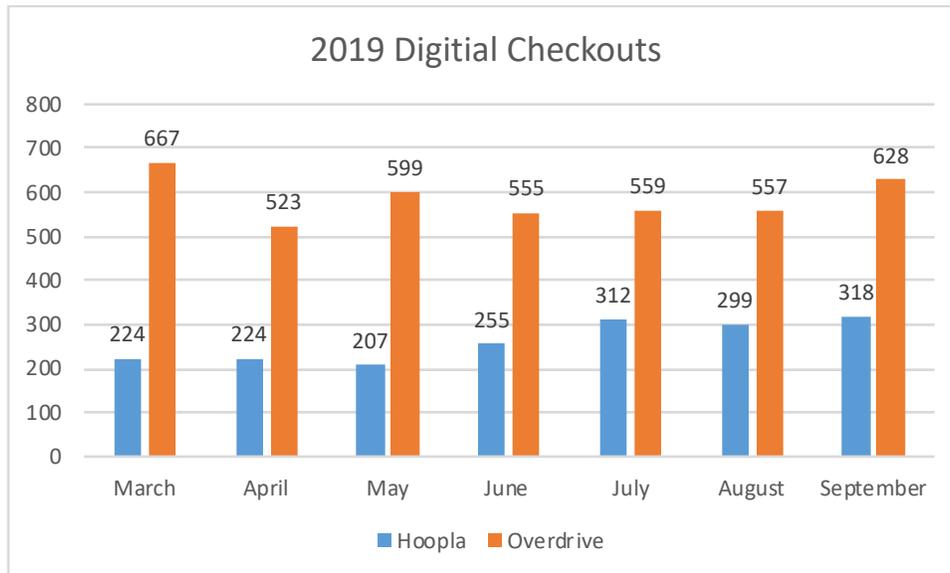
CIRCULATION AND LIBRARY VISITS



Total, January-September 2020: **40,980**

Total, January-September 2019: **80,983**





LIBRARY VISITS	2020	2019
July	3,180	11,211
August	3,840	9,911
September	4,107	7,417

382 curbside pick up since we opened up on July 6; **1,491 total.

PROGRAMMING

Date	Program	Adults	Children	Young Adult	Other -All Ages	Total	Drop-In
	Proctoring						
September 3		1				1	
September 14		1					
	Children						
September 3-5	Pollinator Hunt						25
September 4	Harmony K					60	
September 9	Virtual Storytime					9	
September 16	Virtual Storytime					11	
September 23	Virtual Storytime					7	
September 18	Harmony K					60	
September 25	4K Visit					100	
September 25	4K Visit					85	
	Teen						
September 22	TAB			10		10	
September 23	Red Cross Youth Club			5		5	
	Adult						
September 8	American Lives Book Club	6				6	