

**MILTON PUBLIC LIBRARY
MILTON, WI 53563**

**BOARD OF TRUSTEES
January 27, 2016
7:00 p.m.**

1. Call to order.
2. Approval of Agenda.
3. Approval of Minutes.
4. Approval of Expenditures for January 2016.
5. Director's Report
 - a. President's Report on ALS activities.
6. New business:
 - a. Possible action on library project bid documents.
 - b. 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: Candidate(s) for Assistant Library Director position.
 - c. Reconvene into open session for discussion and possible action(s) on candidate(s) for Assistant Library Director position.
7. General Items.
8. Next meeting: Wednesday, February 24, at 7:00 p.m.
9. Motion to Adjourn

***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*

**PROCEEDINGS OF THE
MILTON PUBLIC LIBRARY
BOARD OF TRUSTEES
December 16, 2015**

Call to Order: The meeting was called to order at 6:00 P.M. by President Bill Wilson. Present: Wilson, Annette Smith, Jen Schuetz, Rose Stricker, Lynda Clark and Director Brooks. Absent: Tim Schigur, Deb Dean, and Erin Swope

Approval of Agenda: Clark moved approval of the Agenda, seconded by Smith. Motion approved unanimously.

Approval of Minutes: Smith moved approval of the minutes of the meeting of November 24, 2015 meeting as distributed, seconded by Schuetz. Motion approved unanimously.

Approval of Expenditures: Director Brooks offered brief comments regarding the Techmax hotspot installation, and also reported that all other expenditures were routine. Acceptance of the expenditure report was moved by Clark and seconded by Schuetz. The motion was approved unanimously.

Director's Report: Interior design of expansion/ renovation being finalized. November 2015 Circulation increased 10% compared to November 2014.

Arrowhead Library System Report: Wilson reported that Mid-Wisconsin Library System is interested in a potential merger with ALS. Both the ALS Board and Library Directors voted to proceed with discussions regarding the possibility.

New Business

Expansion and Fundraising Update: Fundraising is going very well. We anticipate that adequate funds will be in place for construction to begin in April 2016. It is anticipated that bids will go out in February 2016 and that the new entrance and the 2nd floor will be complete in July or August. The entire library will then move upstairs while the first floor is renovated. This schedule should allow the 1st and 2nd floor renovation and the new entry to be complete in December 2016 or January of 2017.

Review and possible action: Facilities Committee recommendations: Committee made a recommendation to move forward with plan to complete project as described. Bid documents will be prepared for the lower level but as a separate phase triggered by the availability of funds. (First phase will include the entry, the main floor and the upper level.) Pending the availability of adequate funds, bids will be released in February. The Facilities Committee will review bid documents at next meeting. No action taken by Board.

General Items

Adjournment: Stricker moved adjournment and Smith seconded the motion. The motion was approved unanimously and the meeting was adjourned at 6:58 p.m.

Next meeting: Facilities Committee, Wednesday, January 27, 2016 at 6:00 p.m. Library Board, January 27, 2016 at 7:00 p.m.

Respectfully Submitted,
Lisa Brooks

**Library Expenditures
January 2016**

Amazon Books & AV, Microsoft Office license	\$803.28
Arrowhead Library System Shared System Services	\$12,181.94
Baker & Taylor Books	\$2,518.64
DiscountMags.com Magazine Subscription	\$54.99
USPS ILL postage	\$5.18
WI Dept. of Public Instruction WISCAT license: allows for participation in statewide interlibrary loan	\$2,000.00

DIRECTOR'S REPORT

HIGHLIGHTS & ACTIVITIES

I attended the following meetings: City Department Head, Library System PR, City Plan Commission, Friends of MPL, and fundraising.

Assistant Director/Children's Librarian Stacey Schultz resigned from her position on January 6. Her last day was Wednesday, January 20. We wish her the best as she goes back to her first career as a special education teacher.

ALS has purchased an ALA-produced series of 8-10 minute online videos called "Short Takes for Trustees". The videos highlight different topics, such as what it means to be a Trustee (discussing the broad fiduciary responsibilities of governing boards as well as the limits of an advisory board), as well as how to set policy, how to evaluate the library, along with board self-evaluation, and the ethical and parliamentary standards for boards — both governing and advisory.

These are available to show at the end of each board meeting.

ACTIVITIES

Date	Program	Attendance
Children		
December 1-31	Storytime	75
December 3	YMCA Preschool Visits	20
December 19	Cookie Decorating	25
December 1-30	LEGO Checkout Club	36
December 21	Northside Visit	50
Teens		
December 4	Wired Afterhours	9
December 11	TAB	13
December 16	MAYC	7
Dec 21 - Jan 2	Winter Break Reading Challenge	16
Adults		
December 1-31	Strings Attached	6
December 1-31	Computer Classes	12
December 1-31	Proctoring	6

UPCOMING

February 24	Library Board Meeting
March 16	Friends of the MPL Meeting
March 23	Library Board Meeting
April 22-24	Friends of the Milton Library Book Sale