

**MILTON PUBLIC LIBRARY
MILTON, WI 53563**

**BOARD OF TRUSTEES
October 17, 2016
7:00 p.m.**

AGENDA

1. Call to order
2. Approval of Agenda
3. Approval of Minutes: September 28, 2016
4. Approval of Expenditures for October 2016
5. Director's Report
 - a. President's Report on ALS activities.
6. New business:
 - a. Discussion and possible action: Board meeting dates in November and December.
 - b. Construction and Fundraising Update
7. General Items
8. Next meeting date: To be determined
9. Motion to Adjourn

Adjournment.

***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
September 28, 2016**

Call to Order: The meeting was called to order at 7:01 p.m. by Vice President Annette Smith. Present: Bill Wilson (via conference call), Linda Clark, Rose Stricker, Deb Dean, Jen Schuetz, Tim Schigur and Director Brooks. Absent: None. Guest in Attendance: Jerry Schuetz, Communications Supervisor, School District of Milton and Jon Cruzan, School Board President.

Approval of Agenda: Clark moved approval of the amended agenda, seconded by Schuetz. Motion approved unanimously.

Approval of Minutes: Schigur moved approval of the minutes of the meeting of August 23, 2016 meeting as distributed, seconded by Clark. Motion approved unanimously.

Approval of Expenditures: Annual inspection of elevator, routine expenditures. Clark moved to approve expenditures; Schigur seconded; motion approved unanimously.

Director's Report: Teen Advisory Board's Library Lope had 80 participants + 3 dogs. Ashlee presented a check from the Teen Advisory Board for \$890.40 to the library for furniture in the teen area. Ashlee and Jayme visited the HS to talk to teachers about SPARK lab and invite talented teens to apply to teach in a SPARK lab or lesson. Student needs recommendation form and lesson plan.

Arrowhead Library System Report: Arrowhead Strategic Plan outcome; a committee was formed to look at the future for the automated library system (ROCK Cat replacement). Process is underway. Committee looking at options, scheduling demonstrations.

New Business

School District Referendum Presentation - Schigur, Schuetz and Cruzan shared information regarding the two questions that will be on the ballot in November and also answered questions from the Board re: the building referendum.

Expansion and Fundraising Update - Received check for \$100,000 from donor. Furnishing bids came in as anticipated, around 12 different options and packages allowing the MPL to pick and choose for the library. Substantial completion of the building by mid December. Hard hat tours to donors taking place soon.

2017 Preliminary Budget - Brooks shared information regarding the preliminary budget figures for the library. Increases include staff hours for SPARK Lab, second story staffing, insurance costs. Lisa is working with the city to remain fiscally responsible. Trying to keep SPARK Lab out of the library budget through other fundraising options.

General Items: None

Adjournment

Stricker moved adjournment and Schigur seconded the motion. The motion was approved unanimously and the meeting was adjourned at 8:17 p.m.

Next meeting: Monday, October 17, at 7:00 p.m.

Respectfully Submitted,
Deborah Dean

Library Expenditures

October 2016

| | |
|---|-----------|
| Amazon: Books & AV | \$810.08 |
| Baker & Taylor: Books | \$1365.20 |
| Badger Utility: Storage Unit Rental Fee | \$125.00 |
| Facebook: Advertisement | \$33.87 |
| USPS: Postage | \$4.96 |
| WI State Journal 1 year subscription | \$386.07 |
| WI Division of Gaming Class A Raffle License | \$25.50 |

DIRECTOR'S REPORT

HIGHLIGHTS & ACTIVITIES

I attended meetings with: ALS Directors, City Council, Finance Director Dan Nelson, Library Staff, Construction Team, Friends group, and City Department Heads.

The 2017 preliminary library budget was presented and discussed at City Council at the October 10th Budget Workshop. There have been no requested changes to the submitted library budget to date.

Staff and I wrote a 2017 LSTA grant for SPARK equipment that was submitted on October 13. Awarded grants will be announced in March 2017.

ACTIVITIES

| <u>Date</u> | <u>Program</u> | <u>Total</u> |
|-----------------|--------------------------|--------------|
| CHILDREN | | |
| 9/8 | East K Visit | 82 |
| 9/9 | Harmony K Visit | 63 |
| 9/9 | YMCA Visit | 11 |
| 9/13 | Consolidated K Visit | 21 |
| 9/15 | YMCA Visit | 18 |
| 9/15 | Small Wonders | 19 |
| 9/15 | YMCA Visit | 14 |
| 9/15 | StoryWalk | 20 |
| 9/16 | Small Wonders | 14 |
| 9/19 | 5th Grade Visit | 50 |
| 9/21 | Small Wonders | 18 |
| 9/21 | Small Wonders | 17 |
| 9/23 | YMCA Visit | 12 |
| 9/23 | Small Wonders | 18 |
| 9/23 | Small Wonders | 17 |
| 9/29 | Small Wonders | 15 |
| 9/1-9/30 | Storytime | 103 |
| TEENS | | |
| September 10 | TAB T-shirts | 8 |
| September 16 | MAYC | 7 |
| September 18 | Library Lope | 90 |
| September 27 | Northside - 6th Grade | 27 |
| September 28 | TAB | 12 |
| September 28 | Literacy Club | 9 |
| ADULT | | |
| September 13 | Bricks & Brew Lego night | 15 |
| September 14 | Strings Attached | 6 |
| September 21 | Mystery Book Club | 12 |
| Sept 16 | Senior Tech Fair | 12 |
| September 1-30 | Tech 1-on-1 help | 18 |
| September 1-30 | Proctoring | 2 |