

MILTON PUBLIC LIBRARY
MILTON, WI 53563

BOARD OF TRUSTEES
November 16, 2016
6:00 p.m.

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: October 17, 2016
4. Approval of Expenditures for November 2016
5. Director's Report
 - a. President's Report on ALS activities.
6. New business:
 - a. Expansion Update
 - b. Discussion and Possible Action: allowing the use of the Library Fund Balance for the purpose of purchasing data cabling and equipment for the renovation, in an amount not to exceed \$35,000.
 - c. Discussion and Possible Action: 2016 and 2017 holidays
7. General Items
8. Next meeting: Wednesday, December 28, at 7:00 p.m.
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
October 17, 2016**

Call to Order: The meeting was called to order at 7:00 p.m. by Board Member Stricker. Present: Bill Wilson (via conference call), Linda Clark, Rose Stricker, Deb Dean, Jen Schuetz, Director Brooks. Absent: Tim Schigur, Annette Smith. Guest in Attendance: Erin Swope

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

Approval of Minutes: Schuetz moved approval of the minutes of the meeting of September 28, 2016 meeting as distributed, seconded by Clark. Motion approved unanimously.

Approval of Expenditures: MPL purchased a raffle license - community members donated quilt squares, volunteers put squares together to make quilts to be raffled off as a fundraiser. Sold tickets at the Punkin Chunkin. Clark moved to approve expenditures; Schuetz seconded; motion approved unanimously.

Director's Report: Brooks reported that the budget for next year still fluid, haven't discussed details. MPL staff recently completed a \$20,000 LTSA grant to furnish the library with high tech equipment including a portable SMARTboard.

Arrowhead Library System Report: ALS budget process is proceeding, committee is making progress on integrated library systems replacement. Wilson believes it will be a short timeline - decision will be made soon.

New Business

Discussion and possible action: Board meeting dates in November and December: November date changed to November 16 @ 6:00 p.m. and December is scheduled for December 28th @ 7:00 p.m.

Expansion and Fundraising Update: Bids for furnishings are right on estimates; will be accepting bids in the near future. Pledges are coming in and charitable giving typically increases at the end of the year. Substantial construction completion date is still expected to be Dec. 14th, with the grand opening sometime mid February.

General Items: Punkin Chunkin was a success; Board members commented they liked seeing the videos on Facebook. Bike Trailer almost finished; look for delivery in the next month or so.

Adjournment

Schuetz moved adjournment and Clark seconded the motion. The motion was approved unanimously and the meeting was adjourned at 8:25 p.m.

Next meeting: Wednesday, November 16, at 6:00 p.m. (note time change)

Respectfully Submitted,
Deborah Dean

Library Expenditures
November 2016

Amazon: \$796.75
Books & AV

Baker & Taylor: \$856.06
Books

Badger Utility: \$125.00
Storage Unit Rental Fee

Facebook: \$21.44
Advertisement

USPS: \$55.82
Postage

Sportsman's Connection \$72.12

DIRECTOR'S REPORT

HIGHLIGHTS & ACTIVITIES

I attended the following meetings: UW-Whitewater Community Breakfast, City Council, budget workshop, Arrowhead directors meeting, city department head, construction, employee harassment training, staff, and a branding/ logo meeting with our graphic designer.

ACTIVITIES

<u>Date</u>	<u>Program</u>	<u>Total</u>
Children		
10-3	Northside SPARK Lesson	28
10-4	Northside SPARK Lesson	25
10-4	Oktoberfest Storytime	13
10-5	Northside SPARK Lesson	23
10-7	YMCA	12
10-7	Small Wonders	15
10-7	Small Wonders	11
10-12	small wonders	14
10-12	small wonders	12
10-18	United Methodist 4K	18
10-18	United Methodist 4K	19
10-18	YMCA 4K	17
10-18	YMCA 4K	18
10-18	small wonders 4K	19
10-19	small wonders 4k	18
10-19	small wonders-4k	18
October 17	Northside - 5th Grade (AK)	50
10-21	small wonders	11
10-21	small wonders	11
10-21	YMCA	11
10-28	small wonders	22
October 15	Pumpkin Chunkin	65
10/1-10/31	Storytimes	103
Teens		
October 1	SPARK: Stately Embroidery	6
October 7	Afterhours @ the Library	10
October 9-15	Teen Read Week Survey	46
October 20	TAB	11
October 21	MAYC	4
October 21	Escape Room	6
October 22	Pokemon Perler Beads	3
October 26	Literacy Club @ MHS	4
Adults		
October 12	Strings Attached	4
October 19	Mystery Book Club	10
October 1-31	Proctoring	3

Pieper Proposal for Data Cabling and Equipment

Total quote is \$24,910.00 (not including the security camera proposal that should arrive before the meeting). This includes:

Cisco Catalyst 2960X-48TS-L	\$2,974.99
Cisco Catalyst 2960X-24TS-L	\$1,698.74
Cat 6 2u 48 Port Patch Panel	\$195.56
Cat 6 1u 24 Port Patch Panel	\$91.86
RR8 8u Hanging Rack.	\$484.00
Ubiquiti UniFi 802.11ac Long Range	\$247.50

Rest of the quote is based on the following: • Jobsite meeting between MPL Staff, Michael Everhart and Shawn Suttle. • E-mail Correspondence between Michael Everhart & Kevin Thompson (MPL Phone Provider) • Current Jobsite Conditions. • Knowledge of new construction at Milton Public Library. We have included the following: • (1) Provide & Install New 48 Port Wall Rack located in the Book Drop Area on 1st Floor. • (1) Provide & Install New 24 Port Wall Data Rack located in the storage room 215. • New Power Receptacles for both Data Racks. • (6) Security Camera Cabling Locations (Cat 6 Cabling back to basement) • (5) Phone Locations (Cat 6 Cabling back to basement phone rack) • (8) TV Locations, with Coax Cable (TV Cabling) back to basement • (8) AV Locations (for TVs) final device configuration to be coordinated with Ashley or other MPL Staff. • (75) Data Jack Locations on Lower Level, 1st Floor & 2nd Floor. • (2) Provide & Install New WAPs (Wireless Access Points) • Coordination with MPL Staff & Shawn Suttle (Dimax) & Kevin Thompson (Phones) by Michael Everhart (Pieper Electric, Inc.)

2016/2017 HOLIDAYS

2016

To be consistent with the City of Milton employee holiday policy, we would like to close on Monday, December 26 this year. This is in addition to the library being closed on Saturday, December 24, and Sunday, December 25.

This allows library staff to have the same holidays off as all other city employees.

2017

New Year's Day, Sunday, January 1

Monday, January 2

Saturday (Easter weekend), April 15

Easter Sunday, April 16

Saturday (Memorial Day weekend), May 27

Sunday (Memorial Day weekend), May 28

Memorial Day, Monday, May 29

Fourth of July, Tuesday, July 4

Saturday (Labor Day weekend), September 2

Sunday (Labor Day weekend), September 3

Labor Day, Monday, September 4

Thanksgiving Eve, Wednesday, November 22, open 10-5

Thanksgiving, Thursday, November 23

Day after Thanksgiving, Friday, November 24

Saturday(Christmas weekend), December 23

Christmas Eve, Sunday, December 24

Christmas Day, Monday, December 25

New Year's Eve, Sunday, December 31

UPCOMING

December 28 – Library Board Meeting

January 20 - Friends of the Milton Public Library Meeting