

**MILTON PUBLIC LIBRARY | BOARD OF TRUSTEES**

**March 4, 2019, 6:30 p.m.**

**Downstairs Break Room @ Milton Public Library | 430 E. High St. Milton, WI**

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: February 4, 2019
4. Approval of Expenditures for February 2019
5. Director's Report
6. Report on ALS activities
7. TAB President's Report
8. New Business
  - a. Update on "Retire the Debt" campaign
  - b. Request to the Community Foundation of Southern Wisconsin for transfer of funds to pay for library furnishings.
  - c. Possible action on Patron Code of Conduct policy
  - d. Review of Collection Development policy
  - e. Review of Statement of Concern form
  - f. Discussion of inclement weather policy
  - g. Discussion and possible action on changing TV series loan periods from 3 to 2 weeks.
9. General Items
10. Next meeting: Monday, April 1, at 6:30 p.m.
11. Motion to Adjourn
12. 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  
February 4, 2018**

**Call to Order:** The meeting was called to order at 6:30 p.m. by President Annette Smith. Present: Bill Wilson, Tim Schigur, Jen Schuetz, Theresa Rusch, Director Ashlee Kunkel, and TAB President Marilla Smith  
Absent: Rose Stricker, Deb Dean

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

**Approval of Minutes:** Wilson moved approval of the minutes of the meeting of January 9, 2019, seconded by Rusch. Motion approved unanimously.

**Approval of Expenditures for January 2019:** – Rusch motioned for approval of expenditures, Wilson seconded. Motion approved unanimously.

**Director's Report**

- Completed Spring/Summer Planning
- Jen Mann (Author) visiting to discuss parenting
- New Book Drop near First Community Bank (west end of town)
- Webinars attend by staff for additional educational experiences
- Library closed early on Tuesday and all-day Wednesday (Question about designated warming center; contacted Al Hulick to find out if this is true)

**Report on ALS activities:** No new business to discuss/share this month

**TAB President's Report:** Application review for potential new TAB members (1 new member added...now 13 current members with cap of 15)

**New Business:**

**Review and Approve 2018 Public Library Annual Report:** Attached report shows detail of happenings for 2018 (stats on circulation, expenditures, revenues, staffing, etc.). To be submitted by end of this month. Wilson motioned and Rusch seconded to approve the 2018 Public Library Annual Report. Motion approved unanimously.

**Discussion and possible action on job description for Library Assistant:** Wilson motioned and seconded by Schuetz to approve the job description for Library Assistant. Motion approved unanimously.

**Discussion and possible action on job description for Circulation and Technical Services Assistant:** Wilson motioned and seconded by Schuetz to approve the job description for Circulation and Technical Services position. Motion approved unanimously.

**Discussion and possible action on job description for Circulation and Public Information Assistant:** Wilson motioned and seconded by Rusch to approve the job description for Circulation and Public Information Assistant. Motion approved unanimously.

**Possible action on Patron Code of Conduct policy:** Tabled for next meeting.

**Possible action on Author Visits and Book Signing policy:** Schigur motioned to approved, seconded by Wilson to approve the Author Visits and Books Signing policy. Motion approved unanimously.

**Discussion and possible action on DVD loan periods:** Change from 3 weeks to two weeks per checkout with the purpose to standardize the loan periods within area libraries. Tabled for next meeting.

**Discussion and possible action regarding schedule for Library Board meetings:** No change, still the first Monday of month beginning March 2019 (6:30pm)

**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 of exercises responsibility re: Evaluation of Library Staff Compensation:** Wilson motioned to approve and seconded by Schuetz to go into closed session. Motion approved unanimously.

**Reconvene into open session for discussion and possible actions(s) on Library Staff Compensation.**  
- To reconvene in Open Session: Moved by Wilson, second by Schuetz. Unanimous Approval  
- Moved by Wilson, seconded by Schigur to approve staffing compensation increases. Unanimous Approval.

## **General Items**

**Next meeting: Monday, March 4 at 6:30 p.m.**

**Motion to Adjourn:** Wilson moved adjournment and Rusch seconded the motion. The motion was approved unanimously.

Respectfully Submitted,  
Tim Schigur

**Library Expenditures  
February 2019**

Amazon: Books & AV, Office Supplies	\$595.06
Baker & Taylor Books	\$876.74
Corporate Business Services Copies & Prints	\$50.21
Facebook: Advertisements	\$5.00
Gazette Subscription	\$24.50

## Director's Report

Library closed on Tuesday, February 12 due to the weather.

Directors from the smaller libraries in ALS got together to discuss inclement weather policies.

February 15 incident.

Great response for job opening.

Notable upcoming programs: Book Sale (month of March), National Ag Day Author visit with Michelle Schaub (March 14), Jen Mann Author Visit (April 1), MPL Running Club (April 9), Sip and Listen @ Timberhill (April 25), Food Truck Rally (May 5)

The library received a donation from the Optimist Club, which is going towards a puppet stage, puppets, and book kits.

We also will be receiving a donation to create some early literacy kits.

<b>FEBRUARY PROGRAMMING</b>		
<b>Age</b>	<b># of programs</b>	<b># of participants</b>
Children	10	300
Tween (9-12)	2	10
Teens	7	53
Adult	10	65
Proctoring		10
1-on-1		14
<b>Total</b>		<b>452</b>