



MILTON PUBLIC LIBRARY
MILTON, WI 53563

BOARD OF TRUSTEES
MAY 7, 2018
6:30 p.m.

AGENDA

1. Call to order.
 2. Approval of Agenda.
 3. Approval of Minutes: April 2, 2018 and April 18, 2018
 4. Approval of Expenditures for May 2018
 5. Director's Report:
 - a. President's Report on ALS activities
 6. New business
 7. General Items
 8. Next meeting: Monday, June 4, at 6:30 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
April 2, 2018**

Call to Order: The meeting was called to order at 6:40 p.m. by President Bill Wilson. Present: Wilson, Rose Stricker, Deb Dean, Tim Schigur, Director Lisa Brooks, Linda Clark, Teen Rep Erin Swopes
Absent: Annette Smith, Jen Schuetz

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

Approval of Minutes: Wilson moved approval of the minutes of the meeting of December March 5, 2018, as distributed, seconded by Stricker. Motion approved unanimously.

Approval of Expenditures: Routine expenditures for the month. Brooks noted the purchase of 3D doodlers (pens) for SPARK, a dry erase board in the Conference room; and the TV in the children's story area. Schigur moved approval of expenditures; Dean seconded. Motion approved unanimously.

Director's Report: – Finished book sale made around \$1,000; have it again in July. May 6 is Food Truck Rally.

Arrowhead Library System Report: Wilson was out of town, so no report. Wilson noted the study committee had completed their work on the library merger issue and reports are ready to view.

New Business

a. 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: employee hours adjustment. Stricker moved, Dean seconded to go into closed session. Motion approved unanimously.

b. Reconvene into open session for discussion and possible action(s) on recommended hours adjustment. Clark moved to reconvene to open session seconded by Dean. Motion approved unanimously. Clark moved to approve an employee hours adjustment recommended by the Director. Schigur seconded and the motion passed unanimously.

General Items: None

Adjournment

Stricker moved adjournment and Dean seconded the motion. The motion was approved unanimously and the meeting was adjourned at 7:15 p.m.

Next meeting: Monday, May 7 at 6:30 p.m.

Respectfully Submitted,
Deborah Dean

**PROCEEDINGS OF THE
MILTON PUBLIC LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING
April 18, 2018**

Call to Order: The meeting was called to order at 6:30 p.m. by President Bill Wilson. Present: Wilson, Rose Stricker, Deb Dean, Tim Schigur, Director Lisa Brooks, Annette Smith, Jen Schuetz
Absent: City Council Rep Theresa Rusch, Teen Rep Erin Swopes

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

New Business

a. Discussion and possible action on recommended changes in Technology Coordinator position-

Brooks explained that the new position is a reallocation of some of Jayme's responsibilities, more hours

going into busy Summer season and a 4-6 grade (Tween coordinator. Smith moved to create a job description for Youth Services and Technology Coordinator, seconded by Schuetz. Motion passed unanimously. The board discussed different options for hours and pay for the position.

Schigur moved to recommend Position #1 to the city with the understanding that the Director position would

be 40 hours in 2019. Stricker seconded. Motion passed unanimously.

General Items: None

Adjournment

Smith moved adjournment and Schuetz seconded the motion. The motion was approved unanimously and the meeting was adjourned at 7:01 p.m.

Next meeting: Monday, May 7 at 6:30 p.m.

Respectfully Submitted,
Deborah Dean

**Library Expenditures
May 2018**

Amazon: Books & AV, Supplies	\$1624.23
Baker & Taylor Books	\$1328.63
Corporate Bus. Services Copier	\$62.56
Facebook: Advertisements	\$45.46
Gazette Subscription (2 Months)	\$45.90
Pieper Electric TV Outlet for Story Room	\$345.86
True Security of WI Children's Area Bank Tube & Year Contract	\$425.00
Tyco Integrated Security	\$263.89

DIRECTOR'S REPORT

I attended meetings with: city department heads, City Council, library staff, Parks & Rec commission, Story Gardens committee, and American Awards.

UPCOMING

June 4 – Library Board Meeting

July 2 – Library Board Meeting

ACTIVITIES

Children's

April 2	SPARK: DIY Stress Balls	14
April 3	SPARK: DIY Playdough	5
April 4	SW 4s & 5s / SW 3s	26
April 4	Storytime	38
April 9	Mary Comfort Dog	6
April 10	SW 4K	52
April 10	SW Toddlers	10
April 10	SW 4K	34
April 11	YMCA 4K	32
April 11	YMCA Daycare	13
April 11	Storytime	54
April 11	Ag Program-GOATS	47
April 13	Creative Beginnings 4K	17
April 13	Harmony K SPARK lesson	69
April 14	SPARK Bouncy Balls	14
April 16	Mary Comfort Dog	15
April 17	Toddler STEAM	24
April 18	SW 4s+ 5s	12
April 18	SW 3s	9
April 18	Storytime	49
April 19	UMC 4K	27
April 20	NIS Visit	19
April 23	West 1st Grade Visit	75
April 23	Cookie Wars	8
April 24	Music & Movement	16
April 25	YMCA Daycare	14
April 25	Storytime	40
April 27	SW 4K Visit	98

Teens

April 6	Afterhours @ the Library	11
April 7	YouPaint	3
April 17	MECAS	13
April 24	TAB	10
April 25	MECAS	11

Adults

April 7	Seed Saving	6
April 9	Human Trafficking	35
April 17	Mystery Book Club	11
April 17	Strings Attached	2
April 28	Around the Farm Table	62
April 1-30	Proctoring	7
April 1-30	One-on-One	11