

**MILTON PUBLIC LIBRARY
MILTON, WI 53563**

**BOARD OF TRUSTEES
October 1, 2018
7:00 p.m.**

AGENDA

1. Call to order.
2. Approval of Agenda.
3. Approval of Minutes: September 10, 2018.
4. Approval of Expenditures for September 2018.
5. Director's Report
 - a. President's Report on ALS activities.
6. New business:
 - a. Review and possible action: 2019 Library Closings
 - b. Discussion and possible action on recommended library hours for Thursday, October 24 and Friday, October 25
 - c. Discussion and possible action on recommended changes in Library Director position
 - d. Discussion and possible action on recommended changes in Assistant Director position
 - e. 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.
 - f. Reconvene into open session for discussion and possible actions(s) on candidate(s) for Assistant Library Director position.
7. General Items.
8. Next meeting date: Monday, November 5, 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**

September 10, 2018

Call to Order: The meeting was called to order at 6:30 P.M. by President Annette Smith. Present: Annette Smith, Theresa Rusch, Jen Schuetz, Rose Stricker, Bill Wilson, and Director Brooks

Excused: Deb Dean, Tim Schigur

Staff: Ashlee Kunkel

Guests: Anika Carter, Mason Powers, Inga Cushman

Approval of Agenda: Stricker moved approval of the Agenda as distributed, seconded by Schuetz. Motion was approved unanimously.

Approval of Minutes: Wilson moved approval of the minutes of the meetings of August 6, 2018 and August 26, 2018 as distributed, seconded by Rusch. Motion was approved unanimously.

Approval of Expenditures: Director Brooks offered brief comments regarding a few specific items indicating that most were routine. Acceptance of the expenditure report was moved by Wilson and seconded by Schuetz. The motion was approved unanimously.

Director's Report

Updates were provided on programming, and the planning for the art installations for the story gardens

Arrowhead Library System Report

Bill Wilson indicated that the primary new item on the Arrowhead Library System meeting was the change that has been made in contracting delivery services between the sorting hub in Elkhorn and Milton. A one-year contract has been signed to determine whether this method of delivery is cost-effective.

New Business

Ashlee Kunkel was asked to leave the meeting to allow for an open discussion of the questions to be used in the Director interview.

- a. Board members discussed the questions for the Director's interview assembled by President Smith. A few minor changes were made to the questions and the Board agreed that the President would ask the questions during the interview.
- b. A few details were provided regarding the retirement celebration for Director Brooks to be held at Northleaf Winery between 5:00 PM and 8:00 PM on Thursday, September 20, 2018. More than 50 people have been invited.
- c. A brief discussion was held of how to proceed with the implementation of fundraising strategies to retire the Library's capital debt. It was the consensus of the Board that a decision on this should be held over until the new Director is in place.
- d. President Smith called for the 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: Evaluation of candidate(s) for Library Director position and discussion of compensation of candidates for position. Stricker moved that the Board move into closed session at 6:50 PM. Wilson seconded the motion and the motion carried unanimously.

The Board reconvened in open session at 7:43 PM

Wilson moved that Ashlee Kunkel be offered the position of Director at an hourly rate of \$29.00 per hour plus benefits and the payment of Wisconsin Library Association membership by the Library effective September 21, 2018. Stricker seconded the motion. The motion was approved unanimously.

- e. Discussion of 2019 budget – President Smith reported that she and Bill Wilson had met with the City Administrator and City Finance Director to discuss the potential impacts of staffing changes on the 2019 budget and the limitations on the amount of the total increase in the City budget. Additional conversations will take place as the full budget picture becomes clearer.

The Next meeting will be held Monday, October 1, 2018 at 7:00 PM.

Adjournment

Wilson moved adjournment and Schuetz seconded the motion. The motion was approved unanimously and the meeting was adjourned at 7:54 PM.

**Respectfully Submitted,
William J. Wilson**

**Library Expenditures
September 2018**

Amazon: Books & AV, Office Supplies	\$802.80
Baker & Taylor Books	\$2483.14
Capital Newspapers Wisconsin State Journal Subscription	\$481.00
Corporate Business Services	\$76.91
Pieper Electric	\$540.33
Facebook: Advertisements	\$30.96
Gazette Subscription	\$24.50
TechMax Monthly Server Agreement (2 months)	\$100.00
USPS Postage	\$12.65

DIRECTOR'S REPORT

Highlights

Wisconsin Library of the Year

Children

September 5	Storytime	32
September 7	HS AG Visit	17
September 7	Library Card Visit Harmony K	63
September 11	SW Toddlers	9
September 19	Storytime	

Teens

September 3	Library Lope	120
September 8	YouPaint	7
September 14	MECAS Visit	10
September 20	MAYC	5
September 25	TAB	7
September 25	Book Swap	1

Adults

September 4	Recipe Club	3
September 10	Hoopla and Overdrive	
September 11	Treasured Memories	5
September 14	SmartPhones 101 @ Sr. Fair	24
September 17	Piet Mondrian	4

Proctoring

September 10		1
September 14		1
September 18		1
September 24		1
September 25		1

Proposed Library Closings 2019

New Year's Day, Tuesday, January 1, 2019
Saturday (Easter weekend) Saturday, April 20, 2019
Easter Sunday, Sunday, April 21, 2019
Saturday (Memorial Day weekend), May 25, 2019
Sunday (Memorial Day weekend), May 26, 2019
Memorial Day, Monday, May 27, 2019
Fourth of July, Thursday, July 4, 2019
Friday, July 5, 2019
Saturday (Labor Day weekend), August 31, 2019
Sunday (Labor Day weekend), September 1, 2019
Labor Day, Monday, September 2, 2019
Thanksgiving, Thursday, November 28, 2019
Day after Thanksgiving, Friday, November 29, 2019
Christmas Eve, Tuesday, December 24, 2019
Christmas Day, Wednesday, December 25, 2019
New Year's Eve, Tuesday, December 31, 2019

Upcoming

November 5 – Library Board Meeting
December 3 – Library Board Meeting