

**MILTON PUBLIC LIBRARY
MILTON, WI 53563**

**BOARD OF TRUSTEES
January 25, 2017
7:00 p.m.**

1. Call to order
2. Approval of Agenda
3. Approval of Minutes
4. Approval of Expenditures for January 2017
5. Director's Report
 - a. President's Report on ALS activities.
6. New Business:
 - a. Renovation update
 - b. Discuss February board meeting date
 - c. Discussion and possible action re: Teen Area and Quiet Room Policies
7. General Items
8. Next meeting: Wednesday, February 22, at 7:00 p.m.
9. Motion to Adjourn

***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
December 27, 2016**

Call to Order: The meeting was called to order at 6:13 P.M. by President Bill Wilson. Present: Wilson, Jen Schuetz, Rose Stricker, Lynda Clark, Tim Schigur, Erin Swope, and Director Brooks. Absent: Deb Dean, Annette Smith.

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

Approval of Minutes: Schigur moved approval of the minutes of the meeting of November 16, 2016 meeting as distributed, seconded by Stricker. Motion approved unanimously.

Approval of Expenditures: Director Brooks reported that expenditures were routine. Acceptance of the expenditure report was moved by Clark and seconded by Schigur. The motion was approved unanimously.

Director's Report: Director Brooks' Public Librarian Certification has been renewed and is valid through November 2021.

Arrowhead Library System Report: Wilson reported that the ALS 2017 budget was approved by the County. ALS is discussing an ILS merger with South Central, Lakeshores, and Bridges library systems. Melody is continuing to work as a consultant for ALS until there is a decision on the ILS system.

New Business

Expansion Update: Construction of the library is now complete. Furnishings will begin to arrive the first week in January. Shelving is due mid-January. Design work has begun on the mini-storefronts.

General Items: None

Adjournment: Clark moved adjournment and Stricker seconded the motion. The motion was approved unanimously and the meeting was adjourned at 6:58 p.m.

Respectfully Submitted,
Lisa Brooks

**Library Expenditures
January 2017**

Amazon	\$1,262.88
Books, Magazines, AV Keurig	
Arrowhead Lib. System	\$14,018.19
Shared System Services	
Baker & Taylor	\$2,006.25
Books	
Badger Utility	\$125.00
Storage Unit Rental Fee	
Facebook	\$36.36
Advertisement	
Techmax	\$3,856.00
New PCs Installation Monthly Service Contract, Service Calls	

DIRECTOR'S REPORT

HIGHLIGHTS & ACTIVITIES

I attended the following meetings: city department head, city council, staff, logo design, American Awards re: donor panels, and various donors.

ACTIVITIES

Date	Program	Attendance
Children		
December 2	YMCA	14
December 2	Small Wonders	18
December 2	Small Wonders	17
December 3	Merry Milton StoryWalk/Craft	55
December 7	East 4K	17
December 9	Small Wonders	15
December 9	SPARK Winter Party	29
December 9	Small Wonders	10
December 12	STEM Lab @ Northside	25
December 15	YMCA 4K	17
December 15	YMCA 4K	17
December 16	YMCA	9
December 16	SW 4K	16
December 16	SW 3K	12
December 19	5th Grade Visit (AK)	50
December 20	United Methodist 4K	16
December 20	United Methodist 4K	14
December 23	Milton Senior Living Crafting	22
December 30	SW	13
December 30	Noon Year's Day	40
	Winter Break Reading Challenge	20
December	Storytime	75
Teens		
December 2	Afterhours @ the Library	9
December 20	MECAS	14
	Winter Break Reading Challenge	4
December 27	Craft and Hot Chocolate	4
Adults		
December 12	DIY Christmas Countdown	3
December 14	Strings Attached	2
December 1-31	Proctoring	6

UPCOMING

February 6 Friends of the MPL Meeting
February 22 Library Board Meeting

The Common Ground* (Teen Area) Policy

The Milton Public Library is committed to providing an inviting and safe space for young adult patrons to engage in individual and group activities. The social and unique characteristics of this age group require a separate space designed for their needs.

- * The Common Ground is for young adults in grades 6 through 12.
- * While patrons of all ages are welcome to browse and check out materials from the Young Adult collection, the use of the laptop bar, lounge seating, study carrels, and electronics within the area is exclusively for young adults in grades 6 through 12. Unaccompanied adults using The Common Ground seating will be asked by library staff to use the furniture and equipment in the adult section of the library.
- * Parents or caregivers may be in The Common Ground with their child, if the child is in grades 6 through 12.
- * The Milton Public Library reserves the right to utilize The Common Ground for scheduled teen programs, events, and activities.
- * Only bottled beverages are allowed. Other beverages and food are not allowed other than during scheduled Library programs.

Booths and Television Screens

- * The booths and television screens are available for teens in grades 6 through 12 only.
- * They are available on a first-come, first-serve basis and cannot be reserved ahead of time.
- * The primary purpose of the television screens is to facilitate collaborative homework and learning projects between teens.
- * Library staff members will determine the length of use and may ask an individual or group to move to allow another group or individual to use the equipment.
- * Inappropriate images and videos are strictly prohibited and will result in immediate removal for the day.
- * The Library is not responsible for any damages that may occur to users' hardware or software as a result of electrical malfunctions, power surges, etc.

Teens are expected to respect the overall Library environment, and may not engage in activities or communications that disrupt other Library users or staff. All other Library policies apply to The Common Ground. The Library reserves the right to limit the use of the library by teens, who in judgement of the Library staff, are infringing upon the rights of other library users by inappropriate behavior.

- * Teens shall respect each other, library staff, and other patrons in words and action.

* The Common Ground should be used only for its intended purposes, therefore, no sleeping, no rough housing, no running, no hitting, no spitting, no public displays of affection, and no swearing or abusive language will be permitted.

* Verbal or physical abuse of staff or patrons such as cursing, rude or demeaning comments, talking back to library staff or patrons, hitting, biting, kicking, punching, or teasing other patrons is not permitted.

* Any behavior considered aggressive by the staff may result in the police being notified and further actions may be taken.

Teens in violation of The Common Ground Policy will be given a warning. Library staff reserves the right to immediately ask teens in question to leave in cases of extreme behavior or repeated violations of the same policy. Teens who cannot behave may lose the privilege to use The Common Ground or the Milton Public Library.

*Common Ground subject to change.

Quiet Room Policy

The Quiet Room was designed for those library users who prefer to do their solitary reading, studying, or thinking in very quiet surroundings. Therefore:

* Cell phones must be turned off or silenced.

* Cell phone conversations are not allowed in the Quiet Room. Calls can be taken in the lobby or outside.

* Laptop, tablet, and other electronics use is allowed, but the volume must be on mute or headphones must be used.

* Conversations are not allowed except in cases where staff needs to communicate with persons using the Quiet Room.

* Covered beverages are permitted. Absolutely no food.

* Unaccompanied minors under the ages of 11 are not allowed in the Quiet Room.

The Library reserves the right to deny use of the Quiet Room to anyone that fails to adhere to the above rules and restrictions.