

MILTON PUBLIC LIBRARY
MILTON, WI 53563

BOARD OF TRUSTEES
February 15, 2017
6:30 p.m.

AGENDA

1. Call to order
2. Approval of Agenda
3. Approval of Minutes: January 25, 2017
4. Approval of Expenditures for February 2017
5. Director's Report:
 - a. President's Report on ALS activities
6. New business:
 - a. Project Update
 - b. Review and Approve 2016 Public Library Annual Report
 - c. Review Quiet Room and Teen Area Policies
7. General Items
8. Next meeting: Wednesday, March 23, 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
January 25, 2017**

Call to Order: The meeting was called to order at 7:06 p.m. by Smith. Present: Bill Wilson (via conference call), Rose Stricker, Deb Dean, Jen Schuetz, Linda Clark and Director Brooks.
Absent: Tim Schigur

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

Approval of Minutes: Clark moved approval of the minutes of the meeting of December 27, 2016 meeting as distributed, seconded by Stricker. Motion approved unanimously.

Approval of Expenditures: Lots of books coming in February. Last payment for storage unit, which has been picked up by the company. Tech Max getting invoices to MPL in a more timely manner. Dean moved approval seconded by Clark. Motion approved unanimously.

Director's Report: MPL staff has been giving tours of the library. Library has applied for an Outdoor Garden grant, as a complement to the activities going on inside the library. Another furniture delivery tomorrow. Possible date for soft opening; last Saturday in February, Grand Opening in March. Shared Design of the mini storefronts. Took a look at possible new MPL Logos.

Arrowhead Library System Report: Wilson was unable to attend the ALS meeting, so no report.

New Business

Expansion Update - All members of the community donating/gifting their skills and talents to make this a reality. Hoping to still bring in some donations through February.

Discuss February board meeting date - Brooks will send out a Doodle to reschedule February meeting

Discussion and possible action re: Teen Area and Quiet Room Policies - The Board looked at the drafts of the policies. Brooks will take the policies back to the staff for additional revision and share again.

General Items - Ideas for additional "after hours" funding were shared

Adjournment

Clark moved adjournment and Stricker seconded the motion. The motion was approved unanimously and the meeting was adjourned at 8:10 p.m.

Next meeting: TBD

Respectfully Submitted,
Deborah Dean

**Library Expenditures
February 2017**

Artisan Installations: Mural Frame & Install	\$ 215.25
Badger Utility Storage Unit	\$ 125.00
Baker & Taylor Books	\$ 235.28
Bed Bath Beyond Staff Shelf Dividers	\$ 31.63
TechMax Monthly Service	\$ 50.00
Wayfair SPARK Shelving Cart	\$87.99

DIRECTOR'S REPORT

HIGHLIGHTS

I attended meetings with: design committees, ALS Library Directors, City Council, and City Department Heads.

The Friends group met on February 1 and approved \$300 for April and May events.

ACTIVITIES

Children's

1/4	East 4K	17
1/12	YMCA 4K	17
1/12	Small Wonders 4K	17
1/12	YMCA 4K	17
1/13	YMCA	12
1/18	SW 4K	17
1/18	SW 4K	17
1/20	SW	15
1/20	SW	11
1/20	SPARK:Snow	9
1/24	U. Methodist 4K	17
1/24	U. Methodist 4K	12
1/27	YMCA	12
1/27	SPARK @ Harmony K	59
1/28	Chinese N.Y. Crafternoon	13
1/30	Northside Visit (AK)	50
1/1-31	Sticker Room	325

Teens

January 6	Afterhours	3
January 7	DIY Screen Print	2
January 20	Fandom Crafternoon	3
January 20	TAB	10
January 24	MECAS	12
January 25	Literacy Club	3

Adults

January 11	Strings Attached	1
January 14	Snowshoeing	Cancelled
January 18	Mystery Book Club	11

UPCOMING

March 22 – Library Board Meeting
April 25 – Friends Meeting
April 26 – Library Board Meeting

Milton Public Library

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 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.

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

Milton Public Library

Teen Space Policy

The Milton Public Library is committed to providing an inviting and safe space for young adult/teenage 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 elsewhere in the library.
- Parents or caregivers may be in The Common Ground with their child, if the child is in grades 6 through 12.

Booths and Television Screens

- 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 in violation of The Common Ground Policy or Library Code of Conduct 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.