

**MILTON PUBLIC LIBRARY
MILTON, WI 53563**

**BOARD OF TRUSTEES
March 22, 2017
7:00 p.m.**

**AMENDED
AGENDA**

1. Call to order.
2. Approval of Agenda.
3. Approval of Minutes: February 15, 2017
4. Approval of Expenditures for March, 2017
5. Director's Report:
 - a. President's Report on ALS activities
6. New Business:
 - a. Update: Library Grand Opening
 - b. Discussion and Possible Action: Staffing May through August
7. General Items.
8. Next meeting: Wednesday, April 26 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
February 15, 2017**

Call to Order: The meeting was called to order at 6:31 p.m. by Wilson. Present: Annette Smith, Tim Schigur, Rose Stricker, Deb Dean, Linda Clark, Teen Representative Erin Swopes and Director Brooks. Absent: Jen Schuetz

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

Approval of Minutes: Clark moved approval of the minutes of the meeting of January 25, 2017 meeting as distributed, seconded by Smith. Motion approved unanimously.

Approval of Expenditures: Brooks noted expenditures were mostly routine items. Schigur moved approval seconded by Stricker. Motion approved unanimously.

Director's Report: The MPL staff gave a tour to UWW staff. One of the goals of the library has been working toward more community collaboration. Jayme visited the 4K classrooms in the district. The library will be closed from Feb 20-25 to complete the move back upstairs. The MPL staff plans to keep the lower level open for Art Box, book sales, and as a place to serve food for birthday parties. Patrons have asked about hosting birthday parties at the MPL: patrons can choose SPARK or story time, and serve food in the lower level. Donations will be accepted for parties.

Arrowhead Library System Report: Looking at automation systems replacement for ROCKCat. Demos of each system were presented and the ALS is getting closer to a decision. Switchover may happen as early as January 2018. Lakeshores and Bridges have done migrations with other counties recently.

New Business

Expansion Update - Next week remainder of furniture will be delivered. Working on shelving books from the basement. Grand opening on March 26 from 1-5. Looking at hosting bigger programs in March to entice more people to come in before Grand Opening. Plan is to have something of interest in all areas so that people would visit all areas of the library including refreshments, live music, SPARK activities. Working on donor plaque(s) and hope to have them ready for the Grand Opening.

Review and Approve 2016 Public Library Annual Report -Smith moved approval of Annual Report. Schigur seconded and motion passed unanimously.

Review Quiet Room and Teen Area Policies - Stricker moved to approve the two policies. Schigur seconded and motion passed unanimously.

Adjournment

Schigur moved adjournment and Stricker seconded the motion. The motion was approved unanimously and the meeting was adjourned at 7:45 p.m.

Next meeting: Wednesday, March 22, at 7:00 p.m.

Respectfully Submitted,
Deborah Dean

Library Expenditures
March 2017

ADAFRUIT Industries Raspberry Pi Devices	\$204.45
Amazon: Books, Magazines & AV	\$327.45
Office Supplies, Furniture, Equipment	\$1737.61
Baker & Taylor: Books	\$930.35
CenturyLink Phone Install/Setup	\$106.25
Corporate Business Services Copier Services	\$44.05
Dear Reader/ WishList Annual Subscription: website campaign	\$500
Ezra Hozinsky Creative Playspace Design	\$2,450.20
Facebook: Advertisement	\$19.77
Gazette Newspaper Subscription	\$22.95
Menards Staff Fridge/ Supplies	\$222.98
Sam's Club (4) TVs	\$1557.32
TechMAX Server/Computer Setup/Licenses/Switch	\$3750.58
USPS Postage	\$10.00

DIRECTOR'S REPORT

ACTIVITIES

I attended meetings with: ALS directors, library staff, city department heads, city council, and American Awards.

The new library has been opened just over two weeks and average patron visits are almost 300 per day. Total program attendance has been 500 patrons. This is a 55% increase in usage.

ACTIVITIES

Children

2/3	Small Wonders-4s	12
2/3	Small Wonders-3s	15
2/9	YMCA-4K	17
2/9	Small Wonders-4K	17
2/9	YMCA-4K	17
2/10	YMCA-Daycare	16
2/13	Northside (AK)	50
2/15	SW-4K	17
2/15	SW-4K	17
2/16	East-4K	17
2/16	East-4K	17
2/17	SW-Daycare	16
2/17	SW-Daycare	14
2/17	SPARK @ Harmony	59
2/21	United Meth-4K	17
2/21	United Meth-4K	17
2/24	YMCA-Daycare	9

Teens

February 3	Afterhours @ Library	13
February 15	TAB	11
February 17	MAYC	8
February 22	Lit Club	2

Adults

February 8	Strings Attached	3
February 15	Mystery Book Club	10
Feb 1 - 28	1-on-1	7
February 1-28	Proctoring	4
February 1-28	Chalk Room	81

UPCOMING

April 28-30 – Friends Book Sale
April 26 – Library Board Meeting
May 24 – Library Board Meeting