



**MILTON PUBLIC LIBRARY | BOARD OF TRUSTEES**  
**April 15, 2019, 6:30 p.m.**  
**Community Room @ Milton Public Library | 430 E. High St. Milton, WI**

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: March 4, 2019
4. Approval of Expenditures for March 2019
5. Director's Report
6. Report on ALS activities
7. TAB President's Report
8. New Business
  - a. Fundraising update
  - b. Possible action on Collection Development policy
  - c. Review of inclement weather policy
  - d. Review of meeting room policy
9. General Items
10. Next meeting: Monday, May 6, at 6:30 p.m.
11. Motion to Adjourn
12. 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  
March 4, 2019**

**Call to Order:** The meeting was called to order at 6:36 p.m. by Vice President Tim Schigur. Present: Bill Wilson, Deb Dean, Jen Schuetz, TAB President Marilla S. and Director Ashlee Kunkel  
Absent: Annette Smith, Rose Stricker and Theresa Rusch

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

**Approval of Minutes:** Wilson moved approval of the minutes of the meeting of February 4, 2019, as distributed, seconded by Schuetz. Motion approved unanimously.

**Approval of Expenditures:** Short list of expenditures for February; waiting on some invoices. Schuetz moved approval, Wilson seconded. Motion approved unanimously.

**Director's Report:** MPL was closed on February 12 because of snow; Arrowhead Directors met to discuss various inclement weather policies. Kunkel called the Milton Police on February 15 for an unruly patron(s). Chief Marquardt coming this Friday to talk to staff about being aware of their surroundings and active shooter situations. There have been 26 applicants for job posting. Programs coming up –March book sale; 2 author visits, MPL running club, Sip and Listen adult storytime. Food Truck Rally has 12 trucks lined up for May 5. Donation from the Optimist Club – staff used the donation to purchase a puppet stage and puppets, book kits with puppets. 452 participants at programming for the month of February.

**Arrowhead Library System Report:** Approval of family leave for public relations coordinator for ALS; review and approval of state annual report.

**TAB President's Report:** Library Lope – Color Wars Theme; talked about other summer programming. Possible murder mystery theater.

### **New Business**

**“Retire the Debt” campaign update:** Meeting with major donor this month. There is around \$150,000 difference between pledges and remaining debt. Fundraisers planned to put toward remaining debt.

**Request to the Community Foundation of Southern Wisconsin for transfer of funds to pay for library furnishings:** Wilson moved to request \$22,000 from the Community Foundation for transfer of funds to pay for library furnishings. Seconded by Schuetz. Motion passed unanimously.

**Possible Action on Patron Code of Conduct policy:** Wilson moved to approve the Patron Code of Conduct policy. Seconded by Schuetz. Motion passed unanimously.

**Review of Collection Development policy:** reviewed policy for approval next month

**Review of Statement of Concern form:** Board reviewed form, and as no changes were made, directed Kunkel to continue using form

**Discussion of inclement weather policy:** Kunkel reviewed policies from other libraries. Discussed practices of City Hall, School District. Kunkel will talk with City Administration over question of compensation for staff members when the library closes and will report back to MPL next month.

**Discussion and possible action on changing TV series loan periods from 3 to 2 weeks:** Wilson moved to change the TV series loan period from 3 weeks to 2 weeks. Schuetz seconded. Motion passed unanimously.

**General Items:** None

**Adjournment:** Wilson moved adjournment and Schuetz seconded the motion. Motion approved unanimously and the meeting adjourned at 7:10 p.m.

**Next meeting date: TBD.** Kunkel will send out a Doodle Poll to determine next meeting date.

Respectfully Submitted,  
Deborah Dean

**Library Expenditures  
March 2019**

Amazon: Books & AV, Office Supplies	\$861.94
Baker & Taylor Books	\$1,015.23
Corporate Business Services Copies and Prints	\$61.93
Facebook: Advertisements	\$4.67
Findaway World LLC Playaway Lanyards	\$16.99
Gazette Subscription	\$24.50
JAX Custom Printing Summer Brochures	\$273.25
Hobby Lobby Tween Area Letters	\$94.89
Hometown News (Milton Courier) Job Posting	\$47.00
Lakeshores Library System Tech Services	\$57.49
Signarama Vinyl letters & numbers	\$225.00
Katie Luinstra Teen plant-based perfume workshop	\$64.89
USPS	\$2.61
Jen Mann Author Visit	\$250.00

## Director's Report

We are finally fully staffed! Luke Fieweger is now the Circulation and Public Information Assistant. Luke has a Master's Degree in Library Science and has library and marketing experience. His first day was on Monday, April 8.

The libraries in ALS, Lakeshores, and Kenosha (SHARE) are having a conversation about RFID tagging. This would make the sorting process much more streamlined and easier, seeing that materials are going in between 28 different libraries. LLS is setting up a grant process that would provide a \$6,500 grant to two libraries a year to tag their library materials. Initial cost estimates show that it would cost us less than that to tag our materials.

I'm still working on the logistics of the Junction-side book drop. I've talked with Brendon Wilkenson about a couple different locations.

Fine-free discussion is still going on among the ALS libraries. In 2018, we collected \$5,466.71 in fines; \$2335.91 from children and YA materials, \$3,100.70 from adult materials.

Staff had a great conversation with Chief Marquardt about emergency situations and appropriate responses. I'll be working on an Occupant Emergency Plan for the building. Chief provided us with a great template created by the University of Wisconsin – Madison Police Department

College Historical Marker "revealing" ceremony on Saturday, August 3.

Giving our street library sign a makeover on Milton's Make a Difference Day – April 27.

Working with Howie to create a little patio area at the old entrance location.

With the help of Inga, we received a \$500 matching grant from the Wisconsin Farm Bureau Foundation to build some raised beds for flowers and vegetables for the Story Garden.

First Food Truck Rally on Sunday, May 5

Made \$1,030.50 from March's book sale.

We received the following county reimbursements:

Dane County - \$1,890

Jefferson - \$1,493

Rock - \$82,252.71 (participating library payment)

2018 cost per circulation = \$3.91

Next year, we'll receive:

Dane - \$1,607

Jefferson - \$1,931

Rock - \$93,312.47

<b>MARCH PROGRAMMING</b>		
<b>Age</b>	<b># of programs</b>	<b># of participants</b>
Children	22	676
Tween (9-12)	2	12
Teens	5	35
Adult	7	26
Proctoring		5
1-on-1		12
<b>Total</b>		<b>766</b>