



MILTON PUBLIC LIBRARY | BOARD OF TRUSTEES
May 6, 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: April 15, 2019
4. Approval of Expenditures for April 2019
5. Director's Report
6. Report on ALS activities
7. TAB President's Report
8. New Business
 - a. Discussion and possible action on waiving fines carried over as a lump sum from 2018's ILS migration.
 - b. Review and possible action of Inclement Weather policy
 - c. Possible action of Meeting Room policy
 - d. Review of Internet policy
 - e. Bill Wilson recognition
9. General Items
10. Next meeting: Monday, June 3, 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
April 15, 2019**

Call to Order: The meeting was called to order at 6:30 p.m. by President Annette Smith. Present: Tim Schigur, Bill Wilson, Deb Dean, TAB Vice-President Abby V. and Director Ashlee Kunkel
Absent: Jen Schuetz, Rose Stricker and Theresa Rusch

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

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

Approval of Expenditures: Expenditures included Summer Brochures printing, recent job posting, Sign O Rama for operating hours sign. Wilson moved approval of expenditures for March 2019, seconded by Dean. Motion approved unanimously.

Director's Report: Luke Fieweger started last Monday. He has a Master's Degree in Library Science and marketing experience. MPL looking at RFID tagging our items. There is a grant available 2 times per year to help cover the cost of tagging items. Kunkel will apply for the grants when they are released. Working on Junction Site book drop. Edgerton has gone fine free (children and young adults) – as their closest neighbors we should be aware of the domino effect. More discussions in ALS of going fine free (children and young adults). Kunkel working on the Occupant Emergency Plan for the building. Food Truck Rally May 5.

Arrowhead Library System Report: Wilson reported that ALS had surplus again. Discussed whether to use the surplus for one time or short term expenses; proposal to have Arrowhead do the RFID tagging for all its libraries with the surplus. Will keep an eye on what develops.

TAB President's Report: Abby V., Vice president, reported TAB recently held a murder mystery committee meeting. Going to go with a packaged program. TAB has >\$700 in funds for sponsorship of their club (Cargill, Northleaf, Handi Art, Bank of Milton, Ace, Blackhawk Credit Union, among others) . Library Lope swag – stress balls/book themed. Talked about fundraising; D and D, World Literature Day, Peer Editing Event are possibilities.

New Business

Fundraising update; few more gifts coming in from memorials; still discussing other fundraising possibilities

Possible action on Collection Development policy: Wilson moved to accept Collection Development policy as presented; Schigur seconded

Review of inclement weather policy – review of policy as presented

Review of meeting room policy – review of policy as presented

General Items: None

Adjournment: Schigur moved adjournment and Wilson seconded the motion. Motion approved unanimously and the meeting adjourned at 7:15 p.m.

Next meeting date: Monday, May 6, at 6:30 p.m.

Respectfully Submitted,
Deborah Dean

**Library Expenditures
April 2019**

Amazon:	
Books & AV	\$556.01
Outdoor Garbage Can	\$232.55
Podcasting Equipment	\$135.44
Baker & Taylor:	\$1,365.64
Books	
Corporate Business Services	\$81.33
Copier/Printer Use	
Dollar General:	\$75.64
Office Supplies	
Facebook:	\$10.76
Advertisements	
Full Compass Systems:	\$287.92
Podcasting Equipment	
Gazette Subscription	\$24.50
Lakeshores Library System	\$424.00
Staff Computer	
Scholastic Books	\$96.01
Books	
Staples:	\$75.98
Printer/Copier Paper	
USPS:	\$56.15
Postage	

Director's Report

Food Truck Rally update

Great turnout for the Adult Story Time @ Timberhill and the Consolidated Art Show

Book donation conundrum: We're becoming increasingly frustrated/overwhelmed with the quantity and quality of books being donated to the library. Staff is spending (perhaps too much) time trying to rotate out the stock of donated books. I'm starting to look into some kind of solution for this problem.

APRIL PROGRAMMING

Age	# of programs	# of participants
Children	18	440
Tween (9-12)	2	9
Teens	5	33
Adult	7	51
All ages	3	55
Proctoring		5
1-on-1		21
Total		614