



MILTON PUBLIC LIBRARY | BOARD OF TRUSTEES
August 5, 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: July 1, 2019
4. Approval of Expenditures for July 2019
5. Director's Report
6. Report on ALS activities
7. TAB President's Report
8. New Business
 - a. Library debt update
 - b. Request to the Community Foundation of Southern Wisconsin for transfer of funds to pay for library furnishings.
 - c. Story Garden update
 - d. Review of Bulletin Board Policy
 - e. Discussion and possible action regarding a Memorandum of Understanding between the Milton School District and the Milton Public Library regarding technology.
9. General Items
10. Next meeting: Wednesday, September 4, 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
July 1, 2019**

Call to Order: The meeting was called to order at 6:30 p.m. by President Annette Smith. Present: Steve Tupper, Deb Dean, Theresa Rusch, Rose Stricker, Jen Schuetz, Martin Collins, TAB President Marilla S. and Director Ashlee Kunkel
Absent: None

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

Approval of Minutes: Rusch moved approval of the minutes of the meeting of June 3, 2019, as distributed, seconded by Tupper. Motion approved unanimously.

Approval of Expenditures: Kunkel noted most were routine expenditures, elevator inspection (quarterly). Rusch moved approval of expenditures, seconded by Schuetz.
Motion approved unanimously.

Director's Report: Summer kick off event Tuesday, June 11th – 2,700 people in the library. Numbers are up for library visits and circulation compared to last year at the same time. Milton Mayhem scavenger hunt was successful. Around 30 programs in June.

Arrowhead Library System Report: No report from Bill.

TAB President's Report: Murder Mystery program next Friday. Two openings on TAB now, two more next month. September the MPL Board will meet the new president. Hope to get more middle school students.

New Business

Welcome new Library Board member: Martin Collins

Annual Meeting: Election of Officers: Stricker nominated Dean for position of Secretary, seconded by Rusch. Motion passed unanimously. Dean nominated Stricker for position of Vice President, seconded by Tupper. Motion passed unanimously. Schuetz nominated Smith for position of President, seconded by Rusch. Motion passed unanimously.

Discussion of potential focus/purpose of the Friends of the Milton Public Library: (see attachment). Wilson, Kunkel are in process of resurrecting Friends group – Plan to approach a core group of people to start Friends again. Grow from within the group. Most of MPL's programming budget comes from fundraisers. Need friends group behind that. Smith will look in to a whether formation of a Friends Group needs MPL Board approval.

General Items:

Trustees Training (see attachment) upcoming webinars for anyone interested in further training.

Adjournment: Sticker moved adjournment and Collins seconded the motion. Motion approved unanimously and the meeting adjourned at 7:17 p.m.

Next meeting date: Monday, August 5, at 6:30 p.m.

Respectfully Submitted, Deborah Dean

**Library Expenditures
July 2019**

Amazon: Books & AV, Office Supplies	\$526.81
Baker & Taylor Books & AV	\$1,170.31
Corporate Business Services	\$88.11
CVS Milton Photograph Canvases	\$94.93
Facebook: Advertisements	\$10.00
Gazette Subscription	\$24.50
Johnson Controls Security Solutions Battery replacement	\$59.95
Magnolia Magazine Subscription	\$30.00
Naturally Magazine Subscription	\$23.97
USPS	\$7.83

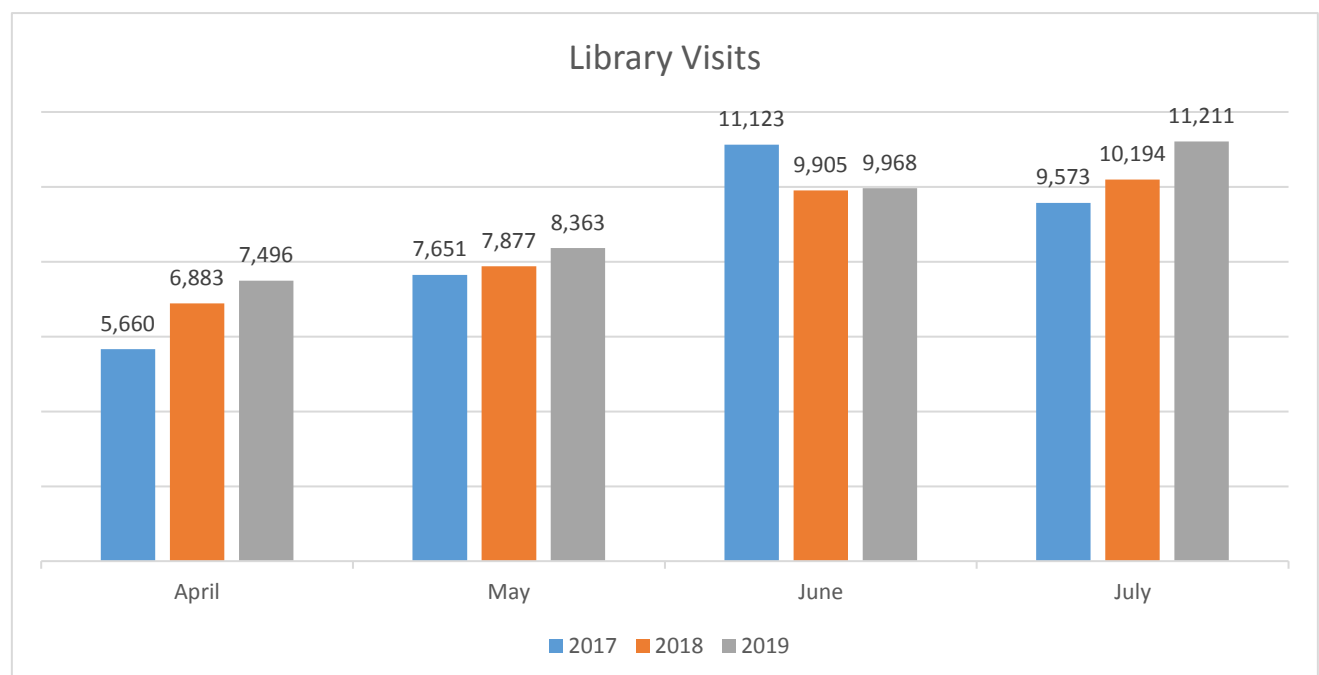
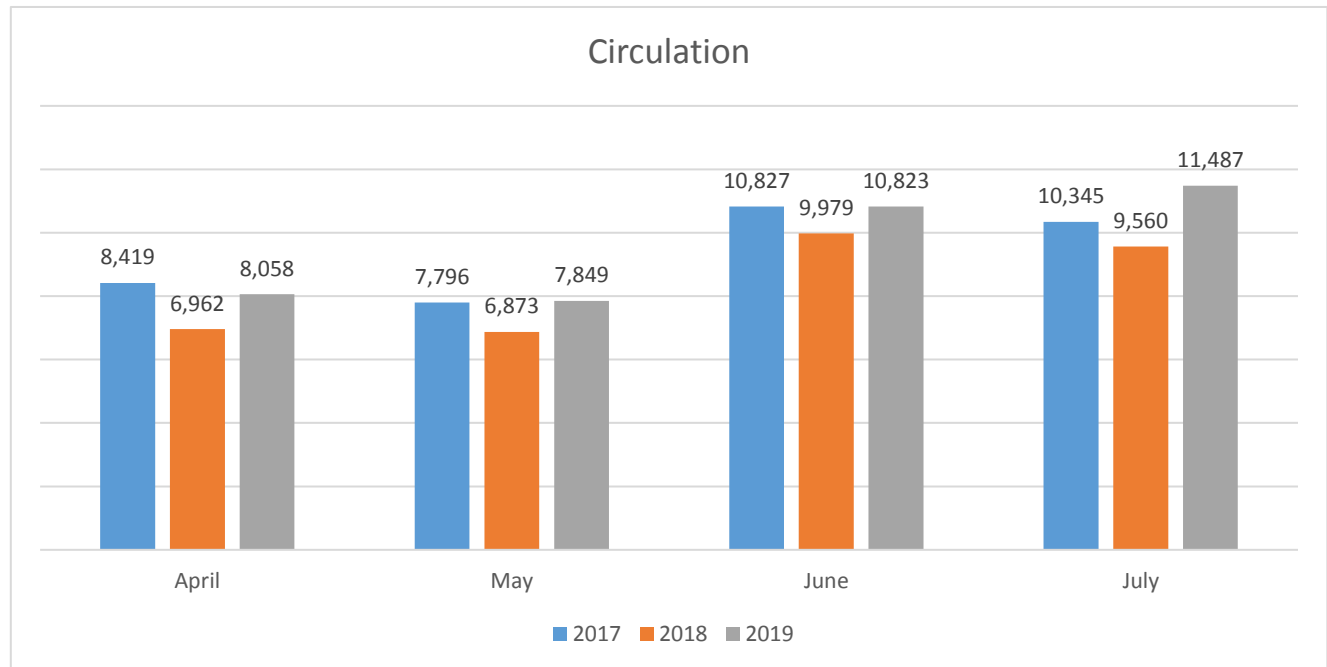
Director's Report

I attended: SHARE Directors' meeting in Burlington; ALS Director's meeting @ MPL; city department head meetings; and City Council meetings.

I'm going to the New Director's Boot Camp sponsored by DPI August 21-23 in Marshfield.

Jayne and I will be attending the MACC Community Expo on August 8th.

Deb, Justin Watson, and I meet with the school's new superintendent to give him a tour of the library and discuss the partnerships between the library and the school district.



	Children				
July 1	Music & Movement	5	7		12
July 3	Storytime	20	25		45
July 3	World Record Challenge				11
July 8	Movie Monday			12	12
July 8	MM	7	4		11
July 10	Storytime	32	40		72
July 10	Poptarts	3	5		8
July 10	World Record Challenge				6
July 11	TTT	4	16		20
July 15	Movie Monday			3	3
July 17	Storytime	24	36		60
July 17	SW 3 and 4/5s	2	16		18
July 17	Wild Art	7	12		19
July 19	Notebooking	7	13		20
July 22	Movie Monday	2	7		9
July 23	Toddler Art	8	12		20
July 23	Shark Day				30
July 24	Storytime	15	22		37
July 24	World Record Challenge				3
July 29	Movie Monday	1	1		2
July 29	Music & Movement	8	13		21
July 31	Storytime	16	30		46
July 31	Egg Drop				
	Tweens				
July 22	Shark University		5		5
	Teens				
July 10	D&D Club			4	4
July 12	Horror at Homecoming			20	20
July 15	Electronic Butterflies			4	4
July 17	D&D Club			3	3
July 18	eSports: Training			3	3
July 22	TAB			5	5
July 24	D&D Club			3	3
July 25	YouPaint: Shark Week	1	5		6
July 30	WSBVI	5	15		20
July 30	eSports: Training	2	8		10
	Adults				
July 9	American Lives Book Club	5			5
July 11	Between the Wines Coloring	31			31
July 16	Mystery book	9			9
July 22	Ocean Coasters	6		1	7
	One-on-One	22			22
July 24	Freewheel Bike Tune Ups			13	13
July 22-28	Shark Week Scavenger Hunt			95	95
	Running Club				
July 2				4	4
July 9				1	1
July 16				2	2
July 24				3	3
July 31					
	Proctoring				
July 3		1			1
July 6		1			1
July 12		2			2
July 17		1			1
July 23		1			1
July 24		1			1
July 26		1			1
	Summer Learning Sign Ups	70	345	41	456
			(50 tweens)		

LIBRARY DEBT UPDATE

For the library's renovation project, the City of Milton contributed \$900,000 and loaned approximately \$700,000, the latter of which was to be paid back in two installments. The first payment of \$400,000 was completed in 2018. Dan Nelson, the city's Financial Director, has said that there's no real deadline for the second installment. As of the end of June, the library's remaining balance is **\$205,908**. At the Community Foundation of Southern Wisconsin, we have \$31,999.91 in available cash and \$34,100 in outstanding pledges. If all pledges are fulfilled, we're looking at a remaining balance of **\$142,563.09**.

Update: Just had another 100 Women donation of \$1,000.

STORY GARDEN UPDATE

The library's story garden project is on hold as we continue to pay off the remaining library debt. However, some plans details are still going forward:

- With the help of Inga Cushman, the project has received a matching grant from Wisconsin Farm Bureau Foundation for their Ag in the Classroom program. The \$500 grant will be used to purchase 6 raised garden beds.
- We have been working with Nate Rodgers at Badger State Maintenance and the City's engineer, Mark Langer, on a ramp from the upper lawn to the lower lawn.
 - Funding for this ramp is coming from several grants. At this time, the library does not need to contribute.
- It's in this year's city budget to redo the back parking lot. We are also exploring a ramp from the back parking lot to the lower lawn area.
- Connie Bier helped create a mini Milton House for the Milton House's 4th of July parade float. Connie would love to have that structure be a highlight of the Story Garden.
- The Story Garden Committee hasn't met in awhile, but we will most likely have to revisit the original design plan. With the Gathering Place's plans for a similar garden, and the Veterans pavilion, there are several fundraising endeavors in the area.
- There will be a land swap between the Milton School District and the City of Milton that will give the city the upper rectangular grassy area (and the last four parking stalls in the library's parking lot) for city land by Milton East.

Bulletin Board Policy

The Milton Public Library maintains a bulletin board and brochure rack intended for displaying and providing current information about local area non-profit events and community information.

The bulletin board and brochure rack are intended to serve as vehicles of information for non-commercial organizations and government affairs. **The library will not display personal advertisements, petitions, solicitations, surveys, for-profit, or commercial materials. Additionally, posting of notices does not imply library endorsement, nor will the library accept responsibility for the accuracy of the statements made in such materials.**

~~Items of propaganda that are considered are those which spread ideas for the purpose of helping or injuring a cause or a person (for example, campaign literature, religious tracts).~~

Furthermore, the Library Board adopts article six of the American Library Association's "Library Bill of Rights" that maintains that exhibit space be "available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

~~GENERAL GUIDELINES:~~

- ~~1. Priority is given to announcements and information from the Milton Public Library and local organizations.~~
- ~~2. Non profit groups may promote awareness of community and national events, such as National Infant Immunization Week or Hazardous Materials Awareness Week. Due to space limitations, general posters that do not advertise a specific date or event will be removed when space for other announcements is no longer available. Very large posters may be rejected.~~
- ~~3. Any exceptions to these guidelines must be approved by the Library Director or her/his designated staff.~~

POSTING GUIDELINES

- **Library staff must approval all postings. Items found posted without staff approval will be removed.**
- **The order of priority is as follows: Library, Milton, immediate surrounding area, Rock County, and others.**
- **Permission is granted based on available space.**
- No materials may be placed in areas designated for library postings.
- Only one copy of a notice is permitted.
- Maximum size is 11" x 14".
- **Library staff will determine where and how long an item is displayed.**
- Approved notices must be placed so they do not obscure other notices.
- Notices of events **will** be removed after the event has taken place.
- **Items and promotional materials will not be returned.**
- Notices advocating fraud or unlawful actions or notices the library considers to be inappropriate are not permitted.

Notices not complying with any of these guidelines will be removed.

REVIEW AND APPEAL

Any group or individual who is refused permission to use the bulletin board or who has other objections may appeal to the Library Board by filing the appeal in writing with the Library Director within 10 days of refusal or the grounds of appeal. The Library Board will hear the appeal at its next regularly scheduled meeting.

DISCLAIMER

Application of these guidelines will be based on the judgment of the Library Director. Requests that do not fall clearly within these guidelines may be authorized by the Director only if they are in the best interests of the Library.

Adopted: January 2003

Revised: August 2005, June 2009