



MILTON PUBLIC LIBRARY | BOARD OF TRUSTEES
Monday, November 4, 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: October 7, 2019
4. Approval of Expenditures for October 2019
5. Director's Report
6. Report on ALS activities
7. TAB President's Report
8. Inclusive Services Assessment and Guide presentation by Rene Bue and Steve Platteter
9. New Business
 - a. Possible action on Programming Policy
 - b. Review and possible action on Community Survey Questions for the strategic plan
 - c. Review and possible action on the invitation for the library's end-of-the-year donor appreciation/fundraiser night
 - d. Review and possible action on invitation list for the library's end-of-the-year donor appreciation/fundraiser night
10. General Items
11. Next meeting: Monday, December 2, at 6:30 p.m.
12. Motion to Adjourn
13. 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
October 7, 2019**

Call to Order: The meeting was called to order at 6:36 p.m. by Vice President Rose Stricker. Present: Stricker, Deb Dean, Jen Schuetz, Martin Collins and Director Ashlee Kunkel
Absent: Theresa Rusch, Steve Tupper, Annette Smith and TAB President Lily G.

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

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

Approval of Expenditures: Kunkel - Long list for September. Purchased encyclopedia set (homeschool parents have inquired about having one at the library). Soundcloud programming supplies. MPL purchased another raffle license - can do 50/50 raffles and sell tickets for fundraisers. Purchased a movie license to show movies at the library. Collins moved approval of expenditures, seconded by Schuetz. Motion approved unanimously.

Director's Report: Library Staff slimed as 60 new library cards were issued for the month of September. TAB voted to donate \$1,037 from the Library Lope to reduce building debt. MPL had a table set up at the NAMI Rock County Paint the Town Yellow 5K run/walk with resources/books on mental health awareness. TAB member, Ana R., has started a Red Cross youth club here at the library. Staff attended several meetings including Tech Days workshop, active shooter training, an Adult Public Programming workshop and will be attending CPR training this week.

Arrowhead Library System Report: No report.

TAB President's Report: No report. TAB gained a new member, Henry C.

New Business

Review of Programming Policy: Reviewed programming policy as presented. Action on policy next month.

Discussion and possible action 2020 Preliminary Budget: Reviewed preliminary budget as presented. Collins moved to approve preliminary budget as presented. Schuetz seconded. Motion approved unanimously.

Discussion of end of year fundraiser for donors: Board members discussed holding an end of year fundraiser for donors - last minute push at end of calendar year.

General Items: November meeting - Presentation about Inclusive Services Assessment and Guide - Renee Bue from Hedberg Strategic Planning Process - Kunkel planning a community survey to help set goals for library for the next three years.

Adjournment: Collins moved adjournment and Schuetz seconded the motion. Motion approved unanimously and the meeting adjourned at 7:02 p.m.

Next meeting date: Monday, November 4, at 6:30 p.m.

Respectfully Submitted,
Deborah Dean

**Library Expenditures
October 2019**

Amazon: Books & AV, Office Supplies, Play Area Toys	\$1,011.28
Baker & Taylor Books & AV	\$2,230.86
Corporate Business Services	\$78.54
Demco Cataloging supplies	\$206.11
Facebook: Advertisements	\$8.00
Gazette Subscription	\$24.50
Hoopla Digital	\$1,675.13
JAX Printing Bookmarks for contest Paid with Program money, not budget.	\$60.14
TechMax Monthly Server Agreement	\$58.00
Wisconsin State Journal Subscription	\$492.00

Director's Report

Workshops

Angela attended a Dementia Friendly Awareness for Libraries workshop at the Fort Atkinson library on Friday, October 25.

Jayne attended a Reimaging School Readiness conference in Marshfield on Thursday, October 24. We're hoping to be chosen to be a site for a pilot program on school readiness.

Jayne, Angela, and I attended Active Shooting Training with other city employees on Tuesday, October 1 at the Rock County Emergency Management Bureau.

All staff members went through CPR training.

Highlights

- Jayme and I will be presenting at the Lead the Way: Libraries at the Heart of Community Engagement conference in April. We'll be talking about our collaboration with the Milton School District.
- TC Nguyen formatted a computer donated by Milton Propane to have it only accessible to HeritageQuest Online for the genealogy/Milton College area.
- 27 people attended the Sip and Listen Adult Storytime at Timber Hill Winery
- 11 people attended our We All Forget program provided by the Alzheimer's & Dementia Alliance of Wisconsin
- 50 or so families went through Jayme's Halloween Story Walk
- Cassie's snake program had 22 participants. This program was lead by teen, Emma Grebe.
- Angie and I are working with Kari and Wes from the Milton College Preservation Society to scan Milton College slides. These kits are made available thanks to DPI, SCLS, and Recollection Wisconsin and are available to all library systems. Photos will be uploaded to Recollection Wisconsin. Supposedly they were very excited to getting Milton College photographs.
- Story Garden committee started up again.

Technology Updates

- Lakeshore Library System (LLS) is going to be backing up our current server. That work will be done November 13.
- Our server is going to be updated in April of 2020. MPL and ALS will be working off the same server; we'll split the cost for the update, parts, and labor, which will be approximately \$1,000 total.
- We will be purchasing 10 new computers next year with the bulk order through LLS. This includes 7 public computers and 3 staff computers. Each computer will be approximately \$530 (quoted high) with Microsoft Office and Windows 10. I'm looking at spending approximately \$5,300. I will be asking the Library Foundation to help pay for those computers.
- RFID is coming in 2020. Hopefully will have more information soon.

	Children				
October 2	Storytime	26	28		54
October 3	Staff Sliming				15
October 4	Toddler Art	9	11		20
October 7	Music & Movement	6	7		13
October 8	CI Storytime	6	6		12
October 9	Ag Program-Horse				40
October 9	Storytime	21	26		47
October 11	SW	5	17		22
October 15	CI Yoga	4	5		9
October 15	West 4K	5	29		34
October 16	Storytime	14	28		42
October 16	SW	3	11		14
October 17	SW 4K	10	54		64
October 18	SW 4K	11	67		78
October 18	Scooby Doo Party	6	12		18
October 23	Storytime	25	30		55
	Tweens				
October 12	Flight School for Kids		9		9
October 14	Rolled Paper Coasters		3		3
October 22	Slithering Snakes	8	14		22
	Teens				
October 8	MAYC		8		8
October 25	Thirty Re-Do		3		3
October 28	Red Cross		6		6
October 28	TAB		6		6
October 29	NAMI		0		0
October 29	MMS Zine		5		5
October 31	MECAS		8		8
	Adult				
October 1	Tech Talk- Smart Phones	4			4
October 8	American Lives	6			6
October 8	Tech Talk- Facebook	2			2
October 8	Podcasting	3			3
October 14	Felt Zombies	0			0
October 15	Mystery Book Club	6			6
October 22	Tech Talk- Canva	0			0
October 24	Spooky Storytime	27			27
October 29	We All Forget	12			12
October 1-31	1-on-1 Tech Help	11			11
October 20	StefWade Author Visit			11	11



Programming Policy

The Milton Public Library supports its mission of opening doors for curious minds and nurturing learning and creativity by developing and presenting programs that provide opportunities for educational, cultural, and recreational experiences. A “program” is a planned presentation or interaction between the library staff and/or a library-sponsored presenter and program participants and is aimed at accomplishing these goals:

1. Expanding the library’s role and visibility as a community resource and community center.
2. Introducing patrons and non-users to library resources and services.
3. Providing opportunities for lifelong learning and entertainment.

Library staff are responsible for developing and delivering library-sponsored programs and utilizing staff expertise, collections, services, and facilities. The library may partner with community agencies, organizations, and individuals to present co-sponsored programs. Furthermore, professional performers and presenters may be hired for library programs. Programs may be held on site or off-site.

These criteria are used in making decision about programs, topics, speakers, and accompanying resources:

- Relation to the Library’s mission and service goals
- Community needs and interests
- Availability of program space
- Quality of presentation
- Speaker’s background and qualifications in the content area
- Budget and staffing considerations
- Historical, educational, and cultural significance
- Connection to other community programs, exhibitions, or events

ACCESS AND PARTICIPATION

Library programs are open to the public and are free to attend. A person’s right to attend a program will not be denied because of national origin, race, color, sex, religion, background, views, sexual orientation, or disability. Furthermore, a library card is not required to attend a program.

Registration may be required for planning purposes and when space is limited. Details about registration requirements will always be included in the program’s description on the library’s website and advertising materials. Registrants should notify the library in advance if they must cancel their registration.

The Library reserves the right to:

- Limit attendance at events due to space considerations, budget constraints, and based on the nature of the program.
- Set age limits for library-sponsored programs.
- Cancel programs, to be rescheduled or not.
- Deny attendance to anyone who is disruptive or who violates the library’s Code of Conduct.

For the purpose of marketing library programs on the library’s website and social media, staff may ask permission to photograph or videotape program participants.

The Library welcomes expressions of opinion from community members concerning programming. If a community member questions a library program, he/she should address the concern with a Library staff member. If the community member wishes to continue the request for review, he/she may write a letter to the Library Board and it will be reviewed at their next regularly scheduled meeting.