

**MILTON PUBLIC LIBRARY | BOARD OF TRUSTEES**  
**Monday, December 2, 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: November 4, 2019
4. Approval of Expenditures for November 2019
5. Director's Report
6. Report on ALS activities
7. TAB President's Report
8. New Business
  - a. Review of Occupant Emergency Plan
  - b. Review of Inclusive Services Assessment and Guide: Staffing
  - c. Strategic Plan Committee and possible meeting dates
9. General Items
  - a. Donor Party – Thursday, December 5, 6:00-8:00
  - b. Scoopie Night – Wednesday, December 18, 4:00 to 8:00
10. Next meeting: Monday, January 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  
November 4, 2019**

**Call to Order:** The meeting was called to order at 6:30 p.m. by President Annette Smith. Present: Smith, Rose Stricker, Deb Dean, Jen Schuetz, Martin Collins, Theresa Rusch and Director Ashlee Kunkel  
Absent: Steve Tupper and TAB President Lily G.  
Guests in Attendance: Steve Platterer and Rene Bue, Arrowhead Library System

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

**Approval of Minutes:** Stricker moved approval of the minutes of the meeting of October 7, 2019, as distributed, seconded by Schuetz. Motion approved unanimously.

**Approval of Expenditures:** Kunkel - Added \$1,700 to Hoopla to cover expenditures to the end of the year. Rusch moved approval of expenditures, seconded by Collins. Motion approved unanimously.

**Director's Report:** Library has put together some dementia friendly kits for check out. Jayme attended a Reimagining School Readiness conference in Marshfield. MPL is hoping to be chosen to be a site for a pilot program on school readiness. New computer donated by Milton Propane in the Genealogy section. Story Gardens committee started meeting again. Lakeshores Library System will be backing up our server in November. RFID coming next year.  
**Arrowhead Library System Report:** No report.

**TAB President's Report:** No report. Moved Library Lope to the second Saturday in August for 2020.

**Inclusive Services Assessment and Guide presentation:** Rene Bue and Steve Platteter shared standards for Tier One, Two and Tier Three levels of an inclusive library (welcoming to everyone). Goal – to improve life and learning opportunities for all Wisconsin residents.  
**New Business**

**Possible action on Programming Policy:** Reviewed last month. Dean moved to approve programming policy as presented. Collins seconded and the motion passed unanimously.

**Review and possible action on Community Survey Questions for the strategic plan:** Stricker moved to share out the survey questions for the strategic plan, seconded by Rusch. Motion passed unanimously. Kunkel plans to have a committee in place to meet in December and run a focus group in January.

**Review and possible action on the invitation and invitation list for the library's end-of-the-year donor appreciation/fundraiser night Thursday, December 5, 6-8 p.m.:** Schuetz moved approval of the modified invitation for the donor appreciation/fundraiser night and the invitation list. Rusch seconded and the motion passed unanimously.

**General Items:** None

**Adjournment:** Collins moved adjournment and Schuetz seconded the motion. Motion approved unanimously and the meeting adjourned at 7:18 p.m.

**Next meeting date:** Monday, December 2, at 6:30 p.m.

Respectfully Submitted,  
Deborah Dean

**Library Expenditures  
November 2019**

Amazon: Books & AV, Office Supplies	\$415.59
American Awards magnets	\$114.92
Baker & Taylor Books	\$1758.33
Corporate Business Services	\$
Facebook: Advertisements	\$8.00
Gazette Subscription	\$24.50
Signarama Collection Signs	\$220.00
TechMax Monthly Server Agreement	\$50.00
USPS Postage	\$62.83
Zoll Medical Group Pads for AED	\$309.00

## **Director's Report**

Meetings: Story Garden, SHARE Directors, Census Complete Count Committee, Milton Leadership Institute, ALS Directors

Banned patrons report.

November book sale proceeds – number will be available at the meeting.

Our server is now backed up by the Lakeshore Library System IT department. And they also just recently installed wireless printing.

I'm looking into getting panic buttons installed in the library as security has been on my mind lately. I was hoping that we could get panic buttons integrated into our fire alarm system, but according to Johnson Controls, our alarm panel is only dedicated to fire alarms. To get another system installed could cost upwards to \$5,000.

The scanning of the Milton College/Library slides is going very well. Angie has taken the lead on it and is doing a great job. Karl Westlund has provided a lot of information about people in the slides and we'll also be working with Doug Welch. Hoping to have the first set of pictures up on Recollection Wisconsin soon. I further want to establish some kind of MOU or document between the library and the Milton College Preservation Society concerning our various collaborations, especially the housing of their materials.

The Neat Seats Raffle is going well. Deb took the tickets out to all the schools. We'll be drawing the winners on Saturday, December 7, at 1:00 p.m.

So far, we've had 101 responses to our Community Survey. We'll be collecting responses until December 13.

	<b>Children</b>				
November 1	Harmony SPARK Visit K	5	68		73
November 4	Music & Movement	6	10		16
November 5	Little Love Bugs Visit	4	18		22
November 6	YMCA Visit	3	15		18
November 6	Ag Program	9	15		24
November 6	Storytime	25	32		57
November 11	Martinmas	4	1		5
November 12	CI Storytime	3	3		6
November 13	Storytime	28	36		64
November 14	4K visit	8	60		68
November 15	4K visit	12	90		102
November 18	Music & Movement	7	7		14
November 19	West 4K	7	28		35
November 19	CI Yoga	7	11		18
November 19	SW 2s, Toddlers, Babies	4	13		17
November 20	Storytime	21	32		53
November 20	SW 4s, 3s	2	18		20
November 25	East Sci K				
November 27	Storytime				
	<b>Tweens</b>				
November 1	NIS Visit		26		26
November 15	NIS Visit		26		26
	<b>Teen</b>				
November 2	YouPaint		4		4
November 15	Game Night		cancelled		cancelled
November 12	MMS Zine		5		5
November 12	MAYC		6		6
November 19	MMS Zine		6		6
November 21	MECAS		8		8
November 25	Red Cross Youth Club		8		8
November 25	TAB		5		5
	<b>Adult</b>				
November 5	Recipe Club	2			2
November 12	American Lives	8			8
November 18	Sleep Disorders & Concerns	4			4
November 19	Mystery Book Club	12			12

