

East Troy Lions Public Library

Board Meeting Minutes

April 12, 2022

1. **Call to Order:** President Murphy called the meeting to order at 4:32 pm. Director Bartoli and Trustees Brobst, Manschot, Nugent, and Thomas were present. Trustee Consiglio attended via video conference.
2. **Citizen Participation:** No citizen participation.
3. **Approval of Library Board Minutes:** Approval of Minutes dated March 15, 2022. Trustee Nugent moved and Trustee Consiglio seconded to approve the Minutes with a spelling correction. Motion carried.
4. **Representative Reports:**
 - a. **Town of East Troy:** No report
 - b. **Town of Troy:** Booth Lake is celebrating their 100th anniversary this year. They are planning events this summer.
 - c. **Village of East Troy:** No changes on the Board
 - d. **East Troy School Board:** No report
 - e. **Lakeshores Library System (LLS):** Servers and WorkFlows (library catalog interface) are being updated in May or early June. The BC Mobile app is going through an approval process for its color and design. There was a lengthy discussion about online resource access for non-residents. There is inconsistency across library systems. Due to a recent retirement, LLS is re-evaluating the ILL process. Options include contracting a library to continue to current process or reallocating those funds into a new FTE position. This would require libraries taking completing their own ILL. Lakeshores and Arrowhead systems are compiling a list of questions/problems/issues to consider regarding the potential merger. Walworth County reimbursements did not properly follow the new formula for Racine County libraries. An early July number was used in the formula rather than the final November number.
 - f. **East Troy Community Center:** Directors Gartman and Bartoli met with Martha Bressler on March 24th basically to introduce Bartoli to the facility and give an overview of their offerings.
5. **Director's Report: Discussion/Action Items:**
 - a. **Library Expenditures Report - Money Collected - Library Financials (provided by the Village) - Library Statistics Report**

- b. Library Updates (Discussion): Programming Report** – The Easter Bunny made an appearance at the April 8th Storytime. Sixteen children and twelve parents attended. That was almost as good as the birthday party the week before. Mondays for the Summer Reading Program are mostly booked. The latest booking is Tim Griffin with his rockets. We have one Monday open. **Staff** - The Staff is doing a great job training their new director. Their biggest question is when are we opening again on Saturday. Director Bartoli has spent a fair amount of time cleaning out and organizing physical files. Lisa Gitz has done the same for the digital files. **Building Update** – DPW has a library to do list. So far they have replaced two light bulbs in the entry way. They will be replacing those fixtures as the wires are stretched out. Also on the list are reinforcing several of the free standing book shelves that are bowing and replacing the water fountain. Jason Equitz will also be assisting in providing a quote for any needed furnace work or replacement. **Misc.** – Cleaning the office also uncovered auxiliary cables nobody was aware we had and documents about the history of the library. A future project will be to organize those documents.
- c. 2023 Capital Budget (Discussion & Action):** Trustee Thomas moved and Trustee Manschot seconded to approve the 2023 Capitol Budget with recommended amounts for the drinking fountain and furnace to be supplied by Jason Equitz. Motion carried.
- d. Heritage Project Update (Discussion):** Bartoli met Candace Porter.
- e. Tri-Troy Agreement Update (Discussion):** The March 17th meeting was cancelled due to lack of a quorum.
- f. Librarian Job Description (Discussion & Action):** Trustee Nugent moved and Trustee Brobst to accept the Librarian Job Description and align language in other job descriptions to be consistent.
- g. Job Posting (Discussion & Action):** Trustee Thomas moved and Trustee Manschot seconded to investigate other shared positions as well as other options. Motion carried.
- h. Meeting Space, Internet Access Policy (Discussion & Action):** Trustee Thomas moved and Trustee Manschot seconded to reopen the Meeting Space for library

related programs and educational activities. Other users may apply to the Library Board for an exception. Motion carried. Trustee Thomas moved and Trustee Brobst seconded to return to the Internet Access Policy as written. Motion carried.

- i. Emergency Closing Policy (Discussion & Action).** Trustee Thomas moved and Trustee Manschot seconded to approve the Continuation of Service and Emergency Closing Policy with amendments made. Motion carried.
- 6. Library Board - Future Items:** Meeting Room Policy, Job Posting/Shared Position, Budget impact of retirement, 2023 Capitol Budget update, Memorials and Donation Policy
- 7. Adjourn:** President Murphy adjourned the meeting at 6:07 pm.

Next meeting: Tuesday, May 10, 2022

Respectfully Submitted,

Tami Bartoli, Acting Secretary