

East Troy Lions Public Library

Board Meeting Minutes

February 8, 2022

1. **Call to Order:** President Murphy called the meeting to order at 4:30 pm. Director Gartman and Trustees Bartoli, Brobst, Gotz, Manschot, Nugent, and Thomas were present. Trustee Consiglio attended via video conference.
2. **Approval of Amended Agenda:** Trustee Nugent moved and Trustee Manschot seconded to approve the Amended Agenda. Motion carried.
3. **Citizen Participation:** No citizen participation.
4. **Approval of Library Board Minutes:** Approval of Minutes dated January 11, 2022 and January 18, 2022. Trustee Nugent moved and Trustee Gotz seconded to approve the Minutes with amended attendance for January 18th. Motion carried.
5. **Representative Reports:**
 - a. **Town of East Troy:** No report
 - b. **Town of Troy:** No report
 - c. **Village of East Troy:** The Village has a new Deputy Police Chief.
 - d. **East Troy School Board:** Today was the deadline to submit a letter of interest in filling the temporary Board seat. A candidate will be selected by School Board vote at the February 14th meeting. That position and one other is up for election this spring. A primary election will be held on February 15th. Change in Covid protocols based on CDC recommendations.
 - e. **Lakeshores Library System (LLS):** Google is changing their free email policy for schools and libraries. We will need to start paying for our three email addresses starting in June. LLS will be upgrading their router and firewall sometime this summer providing faster and more reliable service. New RFID tags have been ordered and should be arriving soon for all member libraries. Teachers who have “teacher privilege” library cards will be limited to three renewal periods on items they have checked out. BC Mobile App will be going through some beta testing with various libraries before roll-out. Marketing materials are being developed for the roll-out as well.
 - f. **East Troy Community Center:** Looking to show movies again. The library would be happy to supply them.
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 Staff and Director Gartman began planning the 2022 Summer Reading Program (Oceans of Possibilities) at the January Staff Meeting. We will continue planning through the February and March meetings and hope to have the basics all in place and ready for the new Director. Lakeshores will provide us with three Monday programs during the SRP and we are thinking about two possible local programs. While Covid numbers have started to go down, the Heritage is not ready to open up yet for Adult Programming. We continue to promote our Pre-School Reading Program to young parents who come in to get library cards. **Staff Activity & News** - Two Staff members are going through and pulling ER books that are damaged or in poor shape. This has created some space on the shelves here. One Staff member has gone through all of the Adult Fiction, transferring older items into the Lower Level and creating space in the Upper Level. **Building Update** - Thus far into winter, the building itself has remained warm and dry with no current problems. The lot and walks have been taken care of after recent snows. **Misc.** - After learning our October order for book shelves cannot be guaranteed to be delivered anytime soon, Gartman canceled the order. The monies from last year's Capital Budget are no longer available to pay for the order. Over the last six months, we have been doubling and in some cases tripling the number of new library cards we issue. Tomorrow Gartman will begin work on our 2021 Annual Library Report. Lakeshores IT has filled in some new categories for us which should make it even easier to fill out.
- c. **Heritage Project (Discussion):** Gartman shared the most recent update from Candace Porter.
- d. **Tri-Troy Agreement (Discussion):** Trustee Nugent and Director Gartman met with the Mukwonago Community Library Director Abby Amour to educate her about the Tri-Troy Agreement which may impact her library.
- e. **Mask Policy Update (Discussion & Action):** Trustee Thomas and Trustee Brobst seconded to continue with the mask requirement. Motion carried.

- f. Designated Donation Fund (Discussion & Action):** Trustee Nugent moved and Trustee Gotz seconded to petition the Village Board to create a separate Donations Fund. Motion carried.
 - g. 2022 Holiday Closing Schedule (Discussion & Action):** Trustee Brobst moved and Trustee Thomas seconded to accept the Holiday Schedule for 2022. Motion carried.
 - h. Selection Committee Update (Discussion & Action):** Trustee Bartoli left the meeting for this item and returned following the vote. Trustee Thomas moved and Trustee Brobst seconded to interview Tami Bartoli for the position. Motion carried.
- 6. Library Board - Future Items:** Selection Committee, Mask Policy, Tri-Troy Agreement, 2023 Operation Budget, Open Librarian Position
- 7. Adjourn:** President Murphy adjourned the meeting at 5:25 pm.

Next meeting: Tuesday

Respectfully Submitted,

Tami Bartoli, Secretary