

East Troy Lions Public Library

Board Meeting Minutes

May 10, 2022

1. **Call to Order:** President Murphy called the meeting to order at 4:32 pm. Director Bartoli and Trustees Consiglio Gotz, Manschot, Nugent, and Thomas were present.
2. **Citizen Participation:** No citizen participation.
3. **Approval of Library Board Minutes:** Approval of Minutes dated April 12, 2022. Trustee Nugent moved and Trustee Thomas seconded to approve the Minutes for April 12, 2022. Motion carried.
4. **Representative Reports:**
 - a. **Town of East Troy:** No report
 - b. **Town of Troy:** A group is getting together to plant flowers in memory of Kim Zeske.
 - c. **Village of East Troy:** Nancy Manschot has been reappointed to the Library Board for three years. Mary Hubbard Nugent will continue as the Village representative. The Village has approved several games for the Rossmiller Complex.
 - d. **East Troy School Board:** Grades 5K, 1st and 2nd have planned field trips to the library to promote the Summer Reading Program. It is also being introduced to 3rd graders during their library visit this week or next. The district has decided to replace their outgoing school librarian at the same .5 FTE.
 - e. **Lakeshores Library System (LLS):** The SHARE portion of the 2023 Budget was passed with the provision that renewal of Creative Bug be reevaluated before payment is due at the end of the year. Our portion of the budget is \$5019. The budget was not on the LLS agenda so that portion was not addressed. Progress is being made on the potential merger with Arrowhead Library System. Should it go through this will be the first voluntary merger in the state. DPI is looking to it as a model for future mergers. Google Legacy accounts should be converted to Google Workspace by the end of the month. Mary Hubbard Nugent has been appointed to the Board.
 - f. **East Troy Community Center:** No report
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** – SRP materials have arrived including our shirts and squid hats. We are organizing the grab bags and prizes. The Story Wagon portion of LLS’s budget had remaining money after paying summer program performers. Each library received a \$487 microgrant to use for Youth Programming. We are looking into teen programming ideas such as a Manga Workshop. **Staff Activity & News** – We were down a staff member the week of April 18th. Several people pitched in to cover so the library would always have two staff members present. On May 6th the library participated in First Fridays on the Square. We had brochures, library materials and the Friends sale items. The Chamber supplied a craft we oversaw which provided the most traffic. We met many of our hoopla users that night. As of May 9th, 20 people have signed up for hoopla, 11 have checked out a total of 25 items. Eileen Kostopoulos is organizing a stack of materials that may be historical. The entire Staff was CPR certified January 2018. That certification expired two years ago. We are looking to have 2-3 staff members become certified this summer. **Building Update** – DPW replaced the inter-works of one of the toilets on April 26th. The water kept running. Now it works fine. They also came in on May 3rd to attach a bookshelf to the wall and open a file cabinet the Village had donated several years ago without a key. Inside were two adding machines with tape and six tape dispensers. Both the bookshelf and file cabinet now hold CD audiobooks. **Misc.** – The bookshelf and a book cart were purchased from Michael Fields for \$30 plus the \$40 needed for two new casters. Walworth County Department of Health and Human Services contacted us about being a Cooling Center for the hot summer months.
- c. 2022 Operating Budget (Discussion & Action):** Trustee Nugent moved and Trustee Manschot seconded to transfer \$1300 from library furnishing to the drinking fountain. Motion carried.
- d. 2023 Operating Budget (Discussion):** Money for the water fountain will be removed from next year’s budget. The HVAC number is still a placeholder while we wait for an estimate.
- e. Retirement Budgetary Impact (Discussion):** Retired Director Gartman received a payout for his unused time off. That amount will largely be covered by the

money budgeted for his health insurance which he did not take as well as the lower premiums for Director Bartoli's health insurance.

- f. Heritage Project Update (Discussion):** The Board discussed the update provided by Candace Porter.
 - g. Tri-Troy Agreement Update (Discussion):** No meeting has been scheduled.
 - h. Mask Policy Update (Discussion):** Walworth County's community level is low.
 - i. Job Description (Discussion & Action):** Trustee Thomas moved and Trustee Consiglio seconded to pass the job description with changes as discussed and the apply changes to other job descriptions. Motion carried.
 - j. Job Posting (Discussion & Action):** Trustee Thomas moved and Trustee Nugent seconded to table the job posting until we have more information. Motion carried.
 - k. Meeting Room Policy (Discussion & Action):** Trustee Thomas moved and Trustee Manschot seconded to pass the Meeting Room Policy with said changes. Motion carried.
- 6. Library Board - Future Items:** Memorials and Donations Policy, Job Posting
- 7. Adjourn:** President Murphy adjourned the meeting at 6:11 pm.

Next meeting: Tuesday, June 14, 2022

Respectfully Submitted,

Tami Bartoli, Acting Secretary