

East Troy Lions Public Library

Board Meeting Minutes

March 15, 2022

1. **Call to Order:** President Murphy called the meeting to order at 6:33 pm. Director Gartman, incoming Director Bartoli, and Trustees Brobst, Consiglio, Manschot, Nugent, and Thomas were present.
2. **Citizen Participation:** No citizen participation.
3. **Approval Library Board Minutes:** Approval of Minutes dated February 8, 2022. Trustee Gotz moved and Trustee Brobst seconded to approve the Minutes. Motion carried.
4. **Representative Reports:**
 - a. **Town of East Troy:** No report
 - b. **Town of Troy:** No report
 - c. **Village of East Troy:** No report
 - d. **East Troy School Board:** The IMC Director has resigned effective the end of the school year. Knowing the public library is also hiring, the district is interested in exploring the possibility of sharing an employee. Due to staffing shortages, Reading classes will not be running in elementary schools.
 - e. **Lakeshores Library System:** The BC Mobile App may be ready at the end of April. For approximately two week text message delivery experienced problems. They were resolved as of 2/28. Cybersecurity is currently a hot topic. Be wary of bills, etc you don't recognize. Book Page is developing a digital version. No pricing models are available at this time. The directors passed two recommendations: Teacher Card Policy would allow for an initial six week checkout with one renewal, Renewal Policy would allow a minimum of three renewals with the exception of New Fiction and New Non-Fiction. Annual Reports are done. IT is working on a two year pilot with Hoopla. They are waiting for a timeline from Hoopla. The OverDrive App is no longer supported except for the Kindle Fire as Amazon did not approve the Libby App.
 - f. **East Troy Community Center:** Right now we are supplying movies. There are possibilities in the future.
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** - Planning for the Summer Reading Program: reading grids, prizes, and new marketing ideas. The Staff is prepping for Summer School participation. Lakeshores has set up three programs for us that will happen mostly during June. We have decided to ask back FFA. We are aiming to do all of the programs outside and will contact Vicki Muszynski at Park & Rec to reserve the pavilion. Pre-School Reading continues to flourish with newer patrons and their children starting to come more often.
- Staff Activity & News** - Staff has finished weeding the ER collection and have removed about 30 (in poor shape) books from that collection, this created more space for new items which have just arrived. We've started a big shifting project in the Lower Level in order to insert books moving down from the Upper Level. Staff has been reminded that each has the goal of visiting another library to gather information to be used in future planning that is due in May.
- Building Update** - Our biggest problem this winter has been the amount of salt that has been tracked into the library. It's hard on the vacuum to pick up, but the small manual sweeper works really nicely on the salt. Furnaces continue to work fine and problem-free this winter.
- Misc.** - Director Gartman closed the library on Tuesday, Feb 22nd because of freezing rain. We've received a few more requests for the use of Meeting Space and the Board should probably take this up at the next meeting as well as a possible increase of time people have to use the PCs (perhaps from 30 minutes to an hour.)
- c. 2023 Operating Budget (Discussion):** Director Gartman presented a projected budget for the Tri-Troy Agreement.
- d. Heritage Project Update (Discussion):** A preliminary drawing of the Heritage addition and library building.
- e. Tri-Troy Agreement Update (Discussion):** Gartman was asked to share the Agreement and Plan of Service to DPI and Lakeshores. DPI asked for only one minor change. The changes have been prepared for the March 17th meeting.
- f. Mask Policy Update (Discussion & Action):** Due to the delay in this month's meeting, Gartman made an executive decision to remove the Mask Mandate.

- g. New Job Position Description Update (Discussion):** Will be presented at the April meeting.
- h. Director's Reflections & Considerations for the Future (Discussion):** Director Gartman presented reflections on several topics for the Board and incoming Director to consider as we make the transition.

6. New Library Director Compensation:

Pursuant to Wis. Stat. 19.85(1)(c) the Library Board may go into closed session to discuss performance and compensation for the Library Director and then move back into open session to complete the meeting.

Trustee Nugent moved and Trustee Thomas seconded to move into closed session.

Roll call vote to go into closed session:

Brobst – yes, Consiglio - yes, Nugent – yes, Thomas – yes, Murphy -yes, Gotz - yes

Board went into closed session at 7:47 pm.

Trustee Nugent moved and Trustee Brobst seconded to return to open session. Motion carried. Board returned to open session at 7:57 pm.

7. Library Board - Future Items: New Librarian Job Description, Meeting Space, Internet Access Policy, Communicable Disease Policy, Letter to School Board

8. Adjourn: President Murphy adjourned the meeting at 8:04 pm.

Next meeting: Tuesday, April 12, 2022

Respectfully Submitted,

Tami Bartoli,