

East Troy Lions Public Library

Board Meeting Minutes

November 8, 2022

- 1. Call to Order:** President Murphy called the meeting to order at 4:01 pm. Director Bartoli and Trustees Brobst, Gotz, Jones, Manschot, Nugent, and Thomas were present. Trustee Consiglio participated via videoconferencing.
Absent:
- 2. Citizen Participation:** No citizen participation.
- 3. Approval of Library Board Minutes:** Approval of Minutes October 11, 2022.
Approved as presented.
- 4. Representative Reports:**
 - a. Town of East Troy:** No meeting
 - b. Town of Troy:** No report
 - c. Village of East Troy:** The 2023 Budget was approved as was the budget adjustment to cover the cost of the new door. The Tri-Troy meeting was cancelled; however, President Seager has requested a meeting with the Walworth County Administrator regarding library funding. Village Trustees Matt Johnson and Mary Nugent will be included in that meeting.
 - d. East Troy School Board:** The district will be conducting a community survey regarding possible Operational Referendum questions.
 - e. Friends of the ETLPL:** The first all member meeting will be on November 11th at 1:30.
 - f. Lakeshores Library System (LLS):** The merger has been approved by all parties. Work has turned to preparing required documents for the first Prairie Lakes Library System Board meeting in January. One of those documents is agreements with participating libraries which need to be approved by their Library Boards and on file with the State by January 15, 2023. Lakeshores members contributed to a Marketing and Public Relations fund with a current balance of \$49,313. Arrowhead does not have a similar fund. For 2023 those funds will be available for members of the former LLS to use at their discretion.
- 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** –We are organizing the Winter Reading Program which will run similar to the Summer Reading Program with a bingo like sheet and prizes. In addition, two programs are scheduled. On December 5th author Mike O’Connor will give a talk about WWII fighter ace Richard Bong. On December 8th Judy Atkinson will lead a family sing along.
- Staff Activity & News** – Staff have completed their self-evaluation. Next, they will me with the Director to finalize their yearly evaluation and goal setting. The janitor intern started on November 7th. He is working two hours a day to begin.
- Building Update** –The door is on order. The quote was \$737 over the Capital Budget balance. The Village Board approved taking the addition monies from the library’s carryover fund account. Chief Swendrowski recommended three panic buttons. He has six available and will put me in touch with the alarm company. There will be an installation cost as well as a monthly fee.
- Misc.** – Engberg Anderson followed up on our inquiring into an architect and offered their support in making a new building possible. Steve Ohs has suggested Director Bartoli participate in the WiLS strategic planning cohort next year. This year’s cost is \$1.995 with a community survey option for an additional \$945. The Village Administrator Eileen Suhm is working to revise the current Village of East Troy Personnel Policy Manual. She hopes to receive Village Board approval mid-December. The Library Board will also need to approve the changes.
- c. Expenditures from Donations (Discussion & Action):** Expenditure of Reading Letters Library Rug (\$416.46), Desk, Locking Filing Cabinet, Bookshelf (total \$322.94). Motion to approve by Trustee Hubbard, second by Trustee Consiglio.
- d. Prairie Lakes Library System Agreement (Discussion & Action):** Review of Prairie Lakes Library System Agreement, with short discussion of the Agreement. Motion to approve by Trustee Gotz, second by Trustee Hubbard.
- e. Job Description - Janitor (Discussion & Action):** Suggestion to change verbiage of experience to ‘janitorial experience’. Motion to accept with changes made by Trustee Gotz, second by Trustee Manschot.
- f. Materials Selection Policy (Discussion):** No changes were suggested.
- g. Reconsideration Policy (Discussion):** No changes were suggested.

- 6. Library Board - Future Items:** Materials Selection Policy, Reconsideration Policy, Library Board Meeting Rules & Procedures, Trustee Essentials, 2023 Holiday Schedule, Personnel Policy Manual
- 7. Adjourn:** President Murphy adjourned the meeting at 5:04 pm.

Next meeting: Tuesday, December 13, 2022

Respectfully Submitted,

Amanda Jones, Secretary