

East Troy Lions Public Library

Board Meeting Minutes

October 11, 2022

1. **Call to Order:** President Murphy called the meeting to order at 4:01 pm. Director Bartoli and Trustees Brobst, Consiglio, Gotz, Manschot, Nugent, and Thomas were present.
Absent: Jones
2. **Citizen Participation:** No citizen participation.
3. **Approval of Library Board Minutes:** Approval of Minutes dated September 13, 2022.
Approved as presented.
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:** No report
 - e. **Friends of the ETLPL:** Mary Bub would like to help us revitalize the Friends group. She will be meeting with Signe Emmerich, Director Bartoli, and Trustee Nugent on October 20th to go over ideas.
 - f. **Lakeshores Library System (LLS):** Racine County voted unanimously in favor of the merger. That leaves Walworth County to vote on October 11th. The LLS and ALS Administration plan to begin work on staffing and 2023 budgets, draft member library agreements, a website and other necessary documents for approval by the new Prairie Lakes Library System Board should the merger receive its final approval. The new board will have 15 members, 4 from Walworth County. They are looking for recommendations. LLS members have a surplus in the Marketing & PR Budget of approximately \$49,000. They are taking suggestions on how to utilize those funds. The 2023 should have an increased budget for Storywagon programming.
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** – Our first teen program will be a Halloween movie night on Tuesday, October 25th. East Troy Middle School students were invited to form teams for the Battle of the Books which will

be sponsored by the ETLPL with the assistance of the ELA teachers and district librarian. The book list was also revealed. We've begun planning the Winter Reading Program. **Staff Activity & News** – The library was closed on September 23rd for CPR training and storage room cleaning. Both storage rooms off the main entrance were cleaned and organized. DPW removed large items that were purged including several chairs in the main meeting room. Erich Brown, head of the ETHS history department, asked for a tour of the library for his US History classes. Bartoli and Harteau delivered instruction on how to search the library catalogs instead as the students didn't have library cards on them. They were encouraged to come to the library with a parent to apply for one. We've created shelf labels for book suggestions and recommendations. **Building Update** – This summer a programmable thermostat was installed in the main library. It worked well with the air conditioner. It won't shut off when the heat is on. The emergency exit on the southwest corner is dented and very difficult to open. DPW removed the sill to make it easier. They recommend replacing it. **Misc.** – Director Bartoli attended a Library Safety & Security training on September 15th. We are now keeping the doors to the lower level locked and looking into security devices for exit doors. Police Chief Swendrowski did a walk through the building the following week to discuss building security.

- c. **Approval of Director's Six-Month Review (Discussion & Action):** Trustee Nugent moved and Trustee Consiglio seconded to approve Director Bartoli's Six-Month Review. Motion carried.
- d. **DWD – Division of Vocational Rehabilitation Internship (Discussion & Action):** Trustee Nugent moved and Trustee Brobst seconded to conditionally approve the janitor internship contingent on clearance from the Village administrator, attorney and police chief. Motion carried.
- e. **Donations Policy (Discussion & Action):** Trustee Consiglio moved and Trustee Thomas to approve the Donations Policy with the minor recommendations made by the Library Board. Motion carried.
- f. **Operational Budget – Side Door (Discussion & Action):** Trustee Gotz moved and Trustee Manschot seconded to replace the exterior door. Motion carried.

- g. Personnel Policy Manual – Overtime criteria (Discussion & Action):** Trustee Nugent moved and Trustee Consiglio seconded to amend the personnel policy to state that employees working over 40 hours per week be eligible for overtime. Motion carried.
 - h. Materials Selection Policy (Discussion):** Revisions to the Materials Selection Policy were discussed including the adoption of the American Library Association’s Library Bill of Rights, Freedom to Read Statement, Freedom to View Statement.
 - i. Reconsideration Policy (Discussion):** While technically a new policy, portions of it were originally a part of the Materials Selection Policy. They have been expanded following.
- 6. Library Board - Future Items:** Materials Selection Policy, Reconsideration Policy, Library Board Meeting Rules & Procedures
- 7. Adjourn:** President Murphy adjourned the meeting at 5:35 pm.

Next meeting: Tuesday, November 8, 2022

Respectfully Submitted,

Tami Bartoli, Acting Secretary