

East Troy Lions Public Library

Board Meeting Minutes

March 14, 2023

1. **Call to Order:** President Murphy called the meeting to order at 4:02 pm.
2. **Roll Call:** Director Bartoli and Trustees Brobst, Gotz, Manschot, Nugent, and Thomas were present. Trustees Consiglio and Jones participated via videoconferencing.
Absent: None
3. **Citizen Participation:** No citizen participation.
4. **Approval of Library Board Minutes:** Approval of Minutes dated February 14, 2023.
Approved as presented.
5. **Representative Reports**
 - a. **Town of East Troy:** They too are looking at Record Retention Schedules
 - b. **Town of Troy:** They are working to eradicate the geese.
 - c. **Village of East Troy:** Committee of the Whole met for 2023 East Troy Cycling Classic bike race and ETCSD Referendum.
 - d. **East Troy School Board:** Work focused on the Referendum.
 - e. **Friends of the ETLPL:** They passed the Memorandum of Understanding with the library. The Yarn & Stitch group is making items to add to the Friends book sale such as washcloths and hats.
 - f. **Prairie Lakes Library System (PLLS):** Tovah Anderson, marketing and PR coordinator, suggests all libraries have a social media policy in place and provided a sample. Youth services has scheduled four programs for the Summer Reading Program. Discussion has begun regarding 2024 Budget and co-op resources. Steve Ohs will be scheduling some demos.
6. **Director's Report:**
 - a. **Library Expenditures Report - Money Collected - Library Financials (provided by the Village) - Library Statistics Report**
 - b. **Library Updates (Discussion): Programming Report - Staff Activity & News - Building Update - Misc. –See attachment**
7. **Unfinished Business:**
 - a. **Trustee Essentials Chapter 3 (Discussion):** Discussion of agenda approval at the start of the meeting. Discussion agenda and sample meeting questions, as well as posting of library board meeting agenda at the Village of East Troy, Town of Troy

and Town of East Troy. Discussion was had around clear job descriptions and reasonable modifications to fulfill job duties.

b. Bylaws (Discussion& Action): The Board engaged in discussion around citizen participation and limitations. Bylaws should include a descriptor of citizen participation. The board discussed and proposed adding the descriptor of 25 minutes (total) per meeting, with each citizen who wishes to speak limited to 5 minutes. Closed session will be added to the Order of Business within the agenda. It was also proposed that the July library board meeting would serve as the ‘Annual’ meeting. Trustee Bobst moved and Trustee Consiglio seconded to approve the additions/revisions of these Bylaws. Motion Carried.

8. New Business:

a. Westphal & Company Proposal (Discussion& Action): Trustee Thomas moved and Trustee Nugent seconded to accept the Westphal & Company estimate for electrical installation of the chairlift. Motion Carried.

b. Shared Librarian Agreement 2023-24 (Discussion & Action): Trustee Nugent moved and Trustee Consiglio seconded to continue the Shared Librarian Agreement for 2023-24. Motion carried.

9. Library Board - Future Items: Social Media Policy, Agenda posting places, Comparison of Library Director job description

10. Adjourn: President Murphy adjourned the meeting at 4:55 pm.

Next meeting: Tuesday, April 11, 2023

Respectfully Submitted,

Amanda Jones, Secretary



East Troy Lions Public Library ~ 3094 Graydon Avenue ~ East Troy, WI 53120
262-642-6262 ~ et@easttroy.lib.wi.us

Date: March 14, 2023

To: ETLPL Board of Trustees

From: Tami Bartoli, Director

Re: Director's Report

- 1. Programming Information:** March programming includes the return of Tucker the therapy dog (3/9), the One Seed, One Wisconsin program with the FFA (3/14) which will include a short presentation for the IGET Community Center on their straw bale Community Garden and a Friends book sale, and an informational program from the ETCSD on the 2023 Referendum (3/15). Last month we had our first all virtual program. Each month we are registered for a Zoom program with the University of Wisconsin Plant Disease Diagnostics Clinic. February's program was scheduled on one of our snow days. I was able to pass on the log in information to a patron who participated from home. We have been selected to take part in a program through Wisconsin State Parks that offers State Park passes to library patrons. The program runs May 1, 2023-December 31, 2023. Voting on the bookmark competition for summer reading will take place March 14th. The Middle School Battle of the Books team took the final practice and official battle over Google Meet during snow days in February. The team placed 16th out of 146 teams.
- 2. Staff Activity:** Brandy and I began purchasing the Good Earth donation items. There have been some issues with the gift credit cards and Amazon so it's taking a little time to receive them. Items ordered focus on astronomy, camping, hiking, fishing, bugs, and bird watching. Staff is organizing the Summer Reading Program. We have all but one program booked and have begun creating promotional materials and selecting prizes. Connie has revamped the bookmarks so that there is one with all reoccurring children and teen programs and one for all reoccurring adult programs. The Village has switched insurance companies for workman's compensation. This requires a series of informative presentations for staff. We watched the introductory video at the February 24th staff meeting. A

Zoom meeting with a representative from Ready Rebound is scheduled for March 17th. The shared librarian evaluation with the district took place on Friday, March 3rd at which time we discussed the ongoing licensure issue. It was decided the district will contract with me to fulfill that requirement. The school district would like to continue the agreement next year.

3. **Building Update:** We have made a deposit to Access Elevator for the chairlift. They will assign a representative to coordinate the work and pull the required permits. We have a quote for the electrical work in this month's packet. A double-sided bookshelf for the Teen section was delivered on Monday 3/13 and put together by Tom Kostopoulos.
4. **Misc:** Walworth County Administrator Mark Luberda is happy to meet with the Board and other interested parties on May 9th. He may have a special Committee of the Whole meeting that day. He can confirm after the April County Board meeting. The program numbers on the Annual Report needed a slight tweak to include off-site programs correctly.