

# East Troy Lions Public Library

## Board Meeting Minutes

April 11, 2023

1. **Call to Order:** President Murphy called the meeting to order at 4:01 pm.
2. **Roll Call:** Director Bartoli and Trustees Brobst, Gotz, Manschot, Nugent, and Thomas were present. Trustee Consiglio participated via videoconferencing.  
Absent: Trustee Jones
3. **Citizen Participation:** No citizen participation.
4. **Approval of Library Board Minutes:** Approval of Minutes dated March 14, 2023  
Approved as presented.
5. **Representative Reports**
  - a. **Town of East Troy:** Two new police officers were introduced: Patric Storm and Lisa Kaplan. The audit was presented.
  - b. **Town of Troy:** They have a new chairperson
  - c. **Village of East Troy:** The incumbents were all re-elected. Matt Johnson will be the new President
  - d. **East Troy School Board:** No report
  - e. **Friends of the ETLPL:** The Annual Meeting will be May 5<sup>th</sup> at 1:30. This will focus on officer and director elections. The Friends are interested in hosting a Junk in the Trunk fund raiser. This would involve renting parking spaces for people to set up their own rummage sale in one location, possibly the high school. Mary is contacting the Village about insurance coverage.
  - f. **Prairie Lakes Library System (PLLS):** Much of the meeting was devoted to the 2024 Budget. The Directors voted to cancel Brain Fuse. Currently our estimated portion is the same as 2023; however a request was made to demo Gale Courses. We also discussed AI Chatbots which some people have used to create rough drafts of reports and grant applications. PLLS has begun creating a strategic plan with the help of WiLS. They will be meeting with the various
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 6 & 7 (Discussion):** Nancy Manschot led this month's discussion. The Board would like to compare the Director job description with the example given and the evaluation process. Make certain relationships with other
8. **New Business:**
  - a. **Good Earth Donation (Discussion):** Viewed backpacks and discussed the need for a signed agreement for checkout.
  - b. **Social Media Policy (Discussion):**
  - c. **2024 Capital Budget (Discussion & Action):** Trustee Nugent moved and Trustee Consiglio seconded to approve. Motion carried.
  - d. **Holiday Schedule (Discussion & Action):** Trustee Nugent moved and Trustee Manschot seconded to close the Saturdays of Memorial Day, Labor Day, Thanksgiving, and New Year's. Motion carried.
9. **Library Board - Future Items:** Director Job Description Comparison with Evaluation form, Social Media Policy, Backpack Circulation Policy
10. **Adjourn:** President Murphy adjourned the meeting at 4:53 pm.

**Next meeting: Tuesday, May 9, 2023**

**Respectfully Submitted,**

**Tami Bartoli, Acting Secretary**



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Date: April 11, 2023

To: ETLPL Board of Trustees

From: Tami Bartoli, Director

Re: Director's Report

- 1. Programming Information:** The **FFA One Seed One Wisconsin** program on planting the Wisconsin 55 Tomato had 21 participants of all ages. The Community Center also presented information on their straw bale community garden and the Friends held a small book sale that earned them \$20. The staff has planned out the **Summer Reading Program**. We have confirmation on all our Monday after presenters which include those provided through Prairie Lakes Library System, the FFA Petting Zoo, Tim Griffin's Rocket making program, and Village Woodland Tails and Wild Crafting with Erin Houlihan from Humble Oak. We have two new programs in May. Kathy Tober who worked for the DNR will deliver a program on May 3<sup>rd</sup> called **Web of Life: Wildlife Exploration** during which the items purchased with the Good Earth donation will be revealed and our inclusion in the Check Out Wisconsin State Parks at Your Public Library program. Beginning May 1<sup>st</sup>, we will have day passes available for patrons. These are being provided free courtesy of several donation made to the DNR. On May 13<sup>th</sup> Lori Masset and her father Wade will begin a month **IT with Lori and Wade** program. Patrons with technology questions are invited to bring in their devices and ask for help.
- 2. Staff Activity:** Staff has planned out the SRP and purchased the prizes thanks to a donation from the Friends of the East Troy Lions Public Library. We have also sat in on two informational meetings on Ready Rebound. That is a program offered to the Village through its membership in the League of Wisconsin Municipalities. Ready Rebound helps employees and their families receive timely care for orthopedic injuries. There has been an update to the Village Personnel Policy Manual. Staff has signed off on receipt of the changes.

3. **Building Update:** Access Elevator has produced a technical drawing of the chair lift which was passed on to the architect. The next step is the architect's egress study and drawings.
4. **Misc:** April must be the time for renewing the library system's contract with Wisconsin Digital Library. On April 3<sup>rd</sup> the Arrowhead and Lakeshores accounts were merged which meant sketchy service that morning. Once completed patrons had to log in again. We fielded a few phone calls for patrons who needed a little help. We may receive more at the end of the month when the OverDrive app is officially discontinued. Libby was introduced several years ago as an alternative. On May 1<sup>st</sup> it will become the only app available for that content.