

East Troy Lions Public Library

Board Meeting Minutes

May 9, 2023

1. **Call to Order:** Vice President Thomas called the meeting to order at 4:03 pm.
2. **Roll Call:** Director Bartoli and Trustees Brobst, Gotz, Jones, Manschot, Nugent, and Thomas were present.
Absent: Trustee Murphy and Trustee Consiglio
3. **Citizen Participation:** No citizen participation.
4. **Approval of Library Board Minutes:** Approval of Minutes dated April 11, 2023 Approved as presented.
5. **Representative Reports**
 - a. **Town of East Troy:** No Report
 - b. **Town of Troy:** No Report
 - c. **Village of East Troy:** New President and things are going well.
 - d. **East Troy School Board:** Summer School Library Program will begin. 5K-2nd graders will visit the library before the end of the school year.
 - e. **Friends of the ETLPL:** Annual meeting was last Friday. They now have official officers and will be looking into bylaws. There are updates to the website as it has an improved user-friendly look.
 - f. **Prairie Lakes Library System (PLLS):** Directors approved a teacher profile (items checked out for six weeks, with a 1x renewal). The system will fund a calendar software service.
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 8 & 9 (Discussion):** Tabled to next month
 - b. **Social Media Policy (Discussion & Action):** Trustee Nugent moved and Trustee Gotz seconded to approve. Motion carried.
8. **New Business:**
 - a. **Donations Account (Discussion & Action):** Discussion of moving funds from various accounts as some are more interest-bearing than others. Trustee Nugent moved and Trustee Gotz seconded to approve. Motion carried.

- b. NetTrex Bench Donation (Discussion & Action):** Donated by 4H at a \$350 value. Thank you for the donation. Trustee Nugent moved and Trustee Gotz seconded to approve. Motion carried.
- c. Gaming Monitor and Black Leather Loveseats (2) Donation (Discussion & Action):** Thank you for the donation. Trustee Nugent moved and Trustee Gotz seconded to approve donation contingent on condition. Motion carried.
- d. Personnel Policy Manual Updates (Discussion):** Bereavement leave – recommendation to change/away from consecutive days.
- e. Library of Things Lending Policy (Discussion & Action):** 50% of the value of the reserved items, each day with additional language of:
“please refer to current list on website”, “not to exceed 2 weeks”, “check out “periods may vary”
Additionally, the following was discussed:
\$25 for reserve items
Add at the bottom of lending form – ‘Item, Date, Date returned, Deposit & Format of Deposit’
Will give patrons a copy of policy each time
The signature page will be kept
Director Bartoli will bring an updated policy next month
- 9. Library Board - Future Items:** a) Library of Things Lending Policy b) June 20th – County Administrator coming at 6pm to the library to speak about county financing. Invites sent to all townships/village Board Presidents c) Come up with questions ahead of the June 20th
- 10. Adjourn:** Treasurer Brobst adjourned the meeting at 4:55 pm.

Next meeting: Tuesday, June 13, 2023

Respectfully Submitted,

Amanda Jones, Secretary



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Date: May 9, 2023

To: ETLPL Board of Trustees

From: Tami Bartoli, Director

Re: Director's Report

- 1. Programming Information:** April 23-29 was National Library Month. To celebrate we gave away the three-color Hoopla promotional pens or a mini candy to adults. Children were offered the candy and an opportunity to participate in a scavenger hunt. Those who did were given a free scholastic book. Nine children participated. The special needs students from the high school began weekly visits in April. The library will participate in three upcoming community events: (CO)Operation Learn at Little Prairie Primary on May 4th, the PTO's End of Year Bash on May 20th, and First Fridays on June 2nd.
- 2. Staff Activity:** We are finalizing SRP and coordinating with the school district for summer school visits. Backpacks are nearly ready for checkout. The telescope is the last item to prepare.
- 3. Building Update:** The architect was here to take conduct his egress study for the chair lift. All went well as we have a wide staircase, a second exit and a separate accessible entrance to the upper level. Now we are waiting for the permit. The Village brought a bench by that had been donated. It is similar to the one we will discuss during New Business. On Wednesday the lawn mower sent a rock through two of the security blocks windows in the basement. One of the rocks put a hole through both layers. Two other windows have cracked sections. The Village is looking to have all three replaced. Meanwhile, the hole has been caulked.
- 4. Misc:** Our PC order is in and has been delivered. We replaced one staff computer and one patron computer as well as upgrading one of the patron monitors. Our website needs to be upgraded. I've been working with Piper Web on re-designing it as part of the migration to a new platform.