

East Troy Lions Public Library

Board Meeting Minutes

February 14, 2023

1. **Call to Order:** President Murphy called the meeting to order at 4:00 pm.
2. **Roll Call:** Director Bartoli and Trustees Brobst, Gotz, Jones, Manschot, Nugent, and Thomas were present.
Absent: Trustee Consiglio
3. **Citizen Participation:** A presentation of \$500 and donation items of a skateboard and book set was provided by Pastor Simone of The Good Earth Church of the Divine.
4. **Approval of Library Board Minutes:** Approval of revised Minutes dated January 10, 2023. Revision includes Trustee Brobst absent from the January 10, 2023 meeting. Trustee Nugent moved and Trustee Manschot seconded to approve the revised Minutes dated January 10, 2023. Motion carried.
5. **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:** Met in January and are working on nominations for officers who will be elected in May 2023. The next meeting is Friday, February 17, 2023.
 - f. **Prairie Lakes Library System (PLLS):** Has met twice and decided that they do want bylaws, so a bylaw committee is being formed.
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 possible formation of general committees. A suggestion was made of making one of the monthly board meetings an annual meeting.
 - b. **Chair Lift (Discussion & Action):** Director Bartoli followed up with the estimate of a chair lift with wheelchair option, as discussed at the January board

meeting. This would cost approximately \$23,000 for just the lift itself, without additional installation and electrical fees. The chair lift without the wheelchair quote comes in at approximately \$8,197 for the lift and installation. Director Bartoli showed a brief video of the chair lift to demonstrate how it operates/functions. Architect fees would be an additional \$800-\$1200, as well as a quote is still needed for electrical work necessary. The state would need to issue the permit. Trustee Nugent moved and Trustee Gotz seconded to approve the purchase of the Chair Lift. Motion carried.

8. New Business:

- a. Bylaws (Discussion):** Discussion around term of office language, sub-committees, and language around Directors' bylaws. The term 'evaluate' will be added to Article VI – Section 2.
- b. Friends Memorandum of Understanding (Discussion & Action):** This has to be approved by both Friends and the Library Board. Friends meets the 3rd Friday of each month @ 1:30. Trustee Nugent moved and Trustee Thomas seconded to approve the Friends Memorandum of Understanding. Motion carried.
- c. 2022 Wisconsin DPI Public Library Annual Report (Discussion & Action):** Director Bartoli outlined some changes in self-directed activities and summer/winter programs (ie knitting, teen activities, etc). The Board agreed to check the statement concerning Public Library System Effectiveness, indicating that they “did provide effective leadership and adequately met the needs of the library.” Director Bartoli will request that in May, the Walworth County Administrator and the Village and Township Board presidents be invited to a meeting for information sharing. Trustee Nugent moved and Trustee Gotz seconded to approve the 2022 Wisconsin DPI Public Library Annual Report. Motion carried.
- d. Records Retention/Disposition Schedule (Discussion & Action):** Director Bartoli proposed formally adopting the DPI Retention Schedule (Notification of General Records Section), but then reference the Village of East Troy's Retention Schedule in the situations that do not align with the DPI Retention Schedule. Trustee Nugent moved and Trustee Thomas seconded to approve the Records Retention/Disposition Schedule. Motion carried.

9. Library Board - Future Items:

- a. Bylaws
- b. County administrator meeting in May
- c. Shared library position

10. Adjourn: President Murphy adjourned the meeting at 5:25 p.m.

Next meeting: Tuesday, March 14, 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: February 14, 2023

To: ETLPL Board of Trustees

From: Tami Bartoli, Director

Re: Director's Report

- 1. Programming Information:** The Winter Reading Program ended on January 16th. We drew names for the prizes the morning of the 17th and called winners. Of the 22 adults who signed up, 12 returned their prize form while 36 of the 72 children signed up returned theirs. Attendance at Thursday's Lego Club seems to have increased since it was included in the ET Parks & Rec 2023 Winter & Spring Activity Guide. The Yarn & Stitch Club begins February 13th and is currently scheduled to meet the 2nd and 4th Monday of the month at 10:00 am. The FFA will provide a program on March 14th as part of the One Seed One Wisconsin initiative. Attendees will learn the background of the Wisconsin 55 tomato and start their own. The library is sponsoring a car in the Cub Scout's Pinewood Derby held at the East Troy Middle School on Saturday, February 18th.
- 2. Staff Activity:** Work on the Lower Level is complete. The floors are waxed and our janitor internship has ended. We gave him a Kwik Trip gift card as a thank you for his hard work. Our electronics have been updated to improve technology capabilities. We have a new, up to date television with a HDMI hook up mounted on the wall for laptops and other equipment. This will make it easy to host Zoom events or allow for presentation. We also purchased a used Xbox which will allow more of our teens to play games at the same time and replaces the Blue Ray player that didn't communicate well with either television.
- 3. Building Update:** LaForce installed the new exit door on January 25th. It took them three hours; however, it went well. DPW stopped in take a look and gave it their approval. They will paint it at a later date. DPW continues to help us clean house. They removed cans of old acrylic paint and florescent tubes. Bookshelves are on order for the upper level of the library. The double-sided shelf will hold teen books while the current single-sided shelf in that section will be moved to the nonfiction area. This will replace a shorter shelf that was shifted to hold

noncirculating material formerly on the only study carrel we have. The study carrel is not where the 5th patron computer was. That computer was moved to the basement to be used during open Teen/Tween Tuesday programming.

- 4. Misc:** Sandy Martin sent the Board a thank you card and per my request a description of the types of books she likes to read for you memorial books. The library has copies of the Homestead Credit booklets as well as a few copies of the 1040 and Wisconsin Nonresidents and Part Year Residents booklets. Next year we will order a few more of the 1040 booklet as that seems to be requested by several people. Wisconsin sent us a six-book set of the Wisconsin State Statutes. They are housed on the short bookshelf that took the place of the consumer table. There have been some problems with linked account on the SHARE Anywhere App not updating checkout information. IT and the developer are aware of these problems and are working to correct them. Governor Evers has banned the use of TikTok on state owned devices. The App allows the developer access to information on the phone. One of its major shareholders is a Chinese company which by law must make that information available to the Chinese government if asked. I reached out to County Administrator Mark Lubberda regarding County Representation on the Library Board. We also spoke about county funding formulas. He offered to meet in person to explain and answer questions.