

# East Troy Lions Public Library

## Board Meeting Minutes

January 10, 2023

1. **Call to Order:** President Murphy called the meeting to order at 4:01 pm.
2. **Roll Call:** Director Bartoli and Trustees Gotz, Jones, Manschot, Nugent, and Thomas were present. Trustee Consiglio participated via videoconferencing.  
Absent: Brobst
3. **Citizen Participation:** No citizen participation.
4. **Approval of Library Board Minutes:** Approval of Minutes dated December 13, 2022.  
Approved as presented.
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:** No report
  - f. **Prairie Lakes Library System (PLLS):** No report
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 Chapters 1 & 2 (Discussion):**
  - b. **Chair Lift (Discussion & Action):** Director Bartoli reviewed the architect information and overall budget impact. Discussion was had among the Board of wheelchair and seat only quotes. Director Bartoli will get additional quotes to the Board, including both wheelchair and seat only options. This item was tabled until further quotes are received.
  - c. **Village of East Troy Personnel Policy Manual (Discussion & Action):** The Village of East Troy approved the Village of East Troy Personnel Policy Manual. Trustee Gotz moved and Trustee Manschot seconded to approve the Personnel Policy Manual. Motion carried.
8. **New Business:**

- a. Inclement Weather/Emergency Closures Policy (Discussion & Action):**  
Trustee Manschot moved and Trustee Thomas seconded to approve the Inclement Weather/Emergency Closures Policy. Motion carried.
  - b. Evaluation Timelines (Discussion & Action):** The Evaluation Timeline adjustment will include beginning the evaluation process in September with the end goal of finishing by November. Trustee Consiglio moved and Trustee Thomas seconded to approve Evaluation Timelines. Motion carried.
- 9. Library Board - Future Items:**
- a. Bylaws (Trustee Appointments)**
  - b. Chair Lift (Discussion & Action)**
  - c. Fines – Discussion of actual fines due**
- 10. Adjourn:** President Murphy adjourned the meeting at 5:12 pm.

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

**Respectfully Submitted,  
Amanda Jones, Secretary**



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Date: January 10, 2023

To: ETLPL Board of Trustees

From: Tami Bartoli, Director

Re: Director's Report

- 1. Programming Information:** The **Winter Reading Program** ends this week with Monday being the last day participants may bring in their grids and enter their slips. Drawings will take place on January 17<sup>th</sup>. **The Caroling, Coloring and Reading Program** had 37 attendees. There were also 37 participants in the **Middle School Battle of the Books**. Anna Harteau and Tami Bartoli ran single elimination battles the week of December 12<sup>th</sup> with the Final Battle of the Books on December 19<sup>th</sup>. The winning team, the Almighty Oaks, will participate in the **State Battle of the Books** at the end of February.

For 2023 we are reaching out for programming on gardening. Brian Hudelson from the **UW Plant Disease Diagnostics Clinic** is giving monthly Zoom presentations. Information is available in my last newspaper article as well as on our bulletin board. For interested patrons who don't feel comfortable with the technology, the library will also provide access.

Kristin Almo, retired Edgerton Library Director, organized a **One See One Wisconsin** program providing each library with starter seeds and promotional material. This is a modification of previous seed sharing programs. The idea is to focus on one seed a year and providing programming around that one plant. This year's seed is Wisconsin 55 Tomato which was bred in 1947 at the UW-Madison specifically for conditions in the Midwest. We will make the seeds available in February and are looking into related programming.

Chad Robinson, Matheson Memorial Library Director, asked if we would like to partner in a program related to the **April 8, 2024 Solar Eclipse**. Each participating library will host their own programs. The culminating event will be at the Walworth County Fairgrounds during the partial eclipse with crafts for kids and food trucks. We've applied to the organization SEAL: Solar Eclipse Activities

for Libraries for 500 free viewing glasses to be distributed to patrons. Their one requirement is that we host two related events and complete a post event survey. Andrea Belka VanBuren, ETHS science teacher, is helping us develop program ideas which will begin this summer.

- 2. Staff Activity: Staff evaluations** were completed in December. Each staff member completed a self-evaluation and set a goal in preparation. Signed copies of the evaluations and updated signed job descriptions were sent to the Village Benefits Coordinator to be included in official personnel files. Our **janitor intern** is now scheduled for five mornings a week for two hours each morning. His contract ends on February 4<sup>th</sup>.
- 3. Building Update:** Portions of the **floor** in the Lower Level have now been stripped, cleaned, and waxed. Joe is now working on the storytime area. We moved one of the patron **CPUs** to the Lower Level. It has been years since all five were in use. This way Anna may use it while supervising the Tween Tuesdays or the tweens may do so. DPW is replacing the **work sink** in the furnace room. For several years the water would not turn off without a great deal of effort on their part. In mid-December it was dripping which set off an alarm with the Village suggesting a possible burst pipe. On January 25<sup>th</sup> LaForce is installing the **replacement steel door** for our SW emergency exit. This was paid for primarily from the 2022 Capital Budget with \$
- 4. Misc:** On Wednesday, December 21<sup>st</sup> the ETCSD announced it would be closed on **December 22<sup>nd</sup>** due to the weather forecast. I waited until the morning of the 22<sup>nd</sup> at which point high winds were expected to begin at 1:00 to decide to close early. We closed at 3:00. **Jim Novy**, IT Manager for PLLS, reached out with pricing for this year's group computer purchase. I have requested one computer and one computer with a 22-inch monitor. The estimated total is \$1,100 which is the 2023 Capital Budget amount for computers. The order will be placed in late February.