

# East Troy Lions Public Library

## Board Meeting Minutes

February 20, 2024

1. **Call to Order:** President Murphy called the meeting to order at 4:15 pm.
2. **Roll Call:** Director Bartoli and Trustees Brobst, Friemoth, Gotz, Manschot, and Nugent, were present. Trustee Consiglio attended via video conference.  
Absent: Thomas
3. **Citizen Participation:** No citizen participation.
4. **Approval of Library Board Minutes:** Approval of Minutes dated January 16, 2024  
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:** A report detailing the activities of the Little Prairie, Prairie, Middle School and High School was presented. All grades have received new book orders. At the High School, they are looking forward to the State Battle of the Books competition.
  - e. **Friends of the ETLPL:** The friends group met January 19 to discuss financial issues. They decided to hold four fundraisers per year and approved \$1,000 for a zoo pass. The board approved recommendation of furniture for the library basement to be voted on at the next member's meeting. There are open board positions and the next meeting will be on May 3<sup>rd</sup>..
  - f. **Prairie Lakes Library System (PLLS):** A rough draft of the strategic plan will be shared with the Board at their next meeting. WorkFlows update was scheduled for February 13<sup>th</sup>. Two of the servers at the system level will be replaced this year. A portion of each library's yearly fees is placed in reserve for such purchases so there is plenty of money available to cover the costs. Libraries discussed a system wide Puzzle Contest. Interested libraries will meet separately to work out details before bringing it before the LAC again.
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 22, 23, & 24 (Discussion):** Chapters focus on freedom of expression, dealing with challenges to material, and library friends and library foundations.

**b. Website (Discussion):** The new library website was demonstrated. The uncluttered design should be easier to navigate.

**c. Strategic Plan Update (Discussion):** The library team has not met formally with WILS since December. The survey is now complete.

**8. New Business:**

**a. Director's Vacation Time (Discussion):** Nugent moved and Consiglio seconded to approve carryover of 58.5 hours vacation time. Motion carried.

**b. 2023 Annual Report (Discussion & Action):** Nugent moved and Brobst seconded to accept the 2023 Public Library Annual Report. Motion carried

**9. Library Board - Future Items:** Review trustee essentials, the circulation policy, and placement of policy on prohibition of using thumb drives on public computers.

**10. Adjourn:** President Murphy adjourned the meeting at 5:26 pm.

**Next meeting: Tuesday, March 12, 2024**

**Respectfully Submitted,**

**Jackie Gotz, Secretary**



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Date: February 20, 2024

To: ETLPL Board of Trustees

From: Tami Bartoli, Director

Re: Director's Report

- 1. Programming Information:** The puzzle swap went well. I do believe we received five times the number that were taken. The remaining puzzles are now stored in the AV room on a dedicated shelf so the swap can continue year-round. Parents and grandparents are enjoying the Preschool Play Group. The Early Childhood Education class will continue to work with the group for one more week. Then their class ends. Soon after we hope to have a children's librarian in place to take over. Parents have expressed interest in the group continuing year-round. Both Tuesday and Friday Adult Book Clubs met in the library this month and will continue to do so for the near future.
- 2. Staff Activity:** We have received two applications for the open children's librarian position. I will be on vacation the last week of February going into March.
- 3. Building Update:** Sample colors for the lower level have been applied for review. Mike Zei has volunteered to help paint the lower level.
- 4. Misc:** The WorkFlows update did not go as planned. As of Thursday, February 15, 2024, PLLS IT is manually updating computers and investigating the hiccup to determine if it is our end or SirsiDynix. We have been helping by making a computer available to them to access remotely to search for causes.