

East Troy Lions Public Library

Board Meeting Minutes

October 13, 2020

1. **Call to Order:** President Murphy called the meeting to order at 4:29 pm. Director Gartman and Trustees Bartoli, Brobst, Consiglio, Manschot, Nugent, and Thomas were present.
2. **Citizen Participation:** No citizen participation.
3. **Approval of Library Board Minutes:** Approval of Minutes dated September 8, 2020 and September 24, 2020 Special Meeting. Trustee Nugent moved and Trustee Consiglio seconded to approve the Minutes. Motion carried.
4. **Representative Reports:**
 - a. **Town of East Troy:** Working on their budget
 - b. **Town of Troy:** Nothing new related to the library
 - c. **Village of East Troy:** In the midst of the budget cycle.
 - d. **School Board:** A Covid dashboard has been added to the District website. IMC Director Bartoli has signed up to participate in ProjectREADY through Wisconsin's DPI. The focus of ProjectREADY is equity and access for diverse youth. Bartoli's evaluation goals are focused on promoting digital resources.
 - e. **Lakeshores Library System:** Lakeshores has put together a process to handle books or other items that have been damaged when going through sorting at Racine involving a short form and replacement payment from Lakeshores. Libraries throughout the system heavily used CreativeBug. New marketing tools have been created for each library's individual use. There is a new app for 1000 books before kindergarten. Delivery vans have noticed an increase in the amount of van boxes moving among libraries. Lynda.com will become LinkedIn Learning sometime in the first quarter of 2021 and will have a separate login for library users that will only require their library card number and PIN. Something called the XERO Log-In BUG was detected quickly by the Lakeshore's IT team in late September. They were able to block and patch the areas where the hacking occurred.
 - f. **East Troy CommunityCenter:** Starting to do some programs.

5. Director's Report: Discussion/Action Items:

a. Library Expenditures Report - Money Collected - Library Financials (provided by the Village) - Library Statistics Report

- b. Library Updates (Discussion): Programming Report** - Oakbrook Corp has decided that it will not open the Heritage for programming until spring of 2021. Therefore library programs scheduled before then will be rescheduled. We had 11 kids and 5 adults show up for the re-opening of our Pre-School Reading Program on Oct 2nd. If the weather is nice, we will continue to read outside and if not, we will social distance in the lower level. **Staff Activity & News** - The Staff and Director Gartman met on Sept 25th and talked through several issues: routing slips, process of alerting each other to mask up when patrons come in, not responding to patrons' political statements, taping and dating van boxes, reminder of Annual Evaluations, and RDIF project. Gartman also explained library funding to the Staff and showed a webinar on customer service which relates to a goal Gartman has for them for next year. RFID tagging has begun in the lower level. Each Staff member is getting an opportunity to work for an hour at tagging. **Building Update** - The AC units were cleaned on Fri, Oct 2nd. This should help with this summer's freezing problem. Measurements were taken for the handicapped handrail which should be arriving soon. Outside water along with a water fountain probably won't be available until next spring. **Misc.** - This month some parents have been parking in the handicapped spots for up to 20 minutes while waiting to pick up children. They have not been polite when reminded this is inappropriate. The Village will be installing some sort of fencing to close off the Grandstand. Gartman and the Staff have agreed with the Village to function as witnesses for those who want to vote by mail and have no-one else to do so.
- c. Use of the Library Name (Discussion & Action):** The library's name has been attached to several events without the knowledge of anyone from the library. Trustee Nugent moved and Trustee Thomas seconded to research and develop a policy. Motion carried.

- d. Review ETLPL Materials Selection Policy (Discussion & Action):** Proposed changes focus on material reconsideration. Trustee Consiglio moved and Trustee Thomas seconded to accept the proposed changes to the Materials Selection Policy. Motion carried.
 - e. Review ETLPL Patron Code of Conduct Policy (Discussion & Action):** The Trustee Brobst moved and Trustee Nugent seconded to accept the changes to the Patron Code of Conduct Policy. Motion carried.
 - f. Heritage Project (Discussion & Action):** Trustee Thomas moved and Trustee Bartoli seconded to have Murphy, Consiglio, Nugent, and/or Bartoli participate in discussion with the Heritage and Tri-Troy representatives regarding a potential project. Motion carried.
 - g. 2021 Operating Budget Update (Discussion):** Lakeshores held a special meeting with their loan. Director Ohs proposed Lakeshores take out a loan to reimburse those libraries who have received less monies than they should have. This proposal did not pass. Libraries will work to find a permanent solution.
 - h. How to Google Meet (Discussion):** Tabled until next month.
- 7. Library Board - Future Items:** Google Meet demonstration, updates on Heritage Project, Friends Board, Director Gartman's evaluation (closed session), Use of Library Name Policy
- 6. Adjourn:** President Murphy adjourned the meeting at 5:20 pm.

Next meeting: Tuesday, November 10, 2020

Respectfully Submitted,

Tami Bartoli, Secretary