

**Notice of Public Meeting
Juneau Public Library Board of Trustees**

Wednesday, March 14, 2018 at 4:30 p.m.

**Meeting Room at the Juneau Public Library
250 N. Fairfield Ave., Juneau, WI 53039**

Any trustee unable to attend, please notify the Library at 920-386-4805

AGENDA

1. CALL TO ORDER
2. PUBLIC COMMENT / CORRESPONDENCE
3. APPROVAL OF AGENDA / Action
4. APPROVAL OF MINUTES / Action
 - a. February 14, 2018
5. FINANCIAL REPORTS / Action
 - a. Treasurer's Report
 - b. Approval of bills February 14, 2018 - March 13, 2018
 - c. Year-to-Date
6. BUILDING & GROUNDS - Discussion with possible Action
 - a. LED lighting upgrade proposals; project time-frame and insurance considerations
** May convene into closed session to deliberate competitive quotes as authorized by WI Stat 19.85(1)(e).*
 - b. Custodial service; start date of March 1, new purchases
 - c. Grounds Maintenance service; rate and contract renewal
 - d. Juneau Public Works; outdoor security lights, public bathroom repair
 - e. Vandalism; update
 - f. Committee for 5-year capital improvements; no updates
7. PERSONNEL / Informational
 - a. Temporary employee; recognition
 - b. Part-time library clerk; anticipated start date of March 12
 - c. Library pages; "specialized" d
 - d. Professional development; online class, seeking out a mentor
8. 2018 BUDGET / Informational
 - a. 2018 Budget; quarterly update
9. EQUIPMENT & TECHNOLOGY/ Discussion with possible Action
 - a. Patron counter; possible relocation
 - b. Public computer(s); condition and needs assessment, MLS trends
 - c. Additional monitor for Director's computer; purchasing considerations
 - d. Fax machine & technology disposal
10. SERVICES & PROGRAMS / Informational
 - a. February stats
 - b. March / April initiatives
 - c. Year-to-Date Circulation
11. PUBLIC RELATIONS / Discussion with possible action
 - a. Read Across America Family Night; update
 - b. Blue Zones; Supporting Organizations Celebration on March 20
 - c. ADRC; partnerships and possible April book club
 - d. Chamber of Commerce; Parade of Trees donation and purchase designation
12. POLICIES / Discussion with possible Action
 - a. Privacy of Library Records and Library Use Policy
 - b. Safety concerns with unsupervised children

Cc: Library Trustees: E. Gratton, K. Pauly, R. Smanz, W. Smedema, K. Marose, A.Thompson, D. Yuenger
City Hall: V. Knetzger, J. Fude, Mayor D. Wegener
Media: Independent News/Watertown Daily Times (news1@wdtimes.com)

The public is welcome to attend. Requests for persons with disabilities who need assistance to participate in this meeting should be made to Library Director at 920-386-4805 with as much notice as possible.

Dated and posted: 03/09//2018 3:00PM

13. MONARCH LIBRARY SYSTEM / Informational
 - a. Gale Courses; new marketing materials and traveling kits
 - b. MLS Annual Report Slides; computer usage trends
 - c. Letter from Horicon Public Library Board President
 - d. MLS Holds Ratio; update
 - e. MLS Hold Routing Sequence; update
14. DIRECTOR'S REPORT / Informational
 - a. Printed report for February 2018
15. BOARD PLANNING / FUTURE AGENDA ITEMS
 - a. Wed., April 11, 2018
16. ADJOURNMENT