

Jack Russell Memorial Library Board  
Regular Meeting – Wednesday, January 10, 2018, 2017  
Common Council Chambers – 4:00pm

This is a regularly scheduled public meeting of the Jack Russell Memorial Library Board of the City of Hartford. Prior to this meeting, notice was given to the public by posting on the City Office Meeting Boards and the Jack Russell Memorial Library. In addition, 24 hours before the meeting, an agenda was placed in the City Office mail box of the Daily News.

- I. CALL MEETING TO ORDER
- II. UNANIMOUS CONSENT AGENDA
  - A. Approval of Library Board meeting minutes.
    - 1. December 13, 2017 Regular Meeting
  - B. Financial statements
    - 1. Financial report comparing budgeted versus actual numbers – December 2017
    - 2. Monthly library bills for Library Board review and approval – December 2017
  - C. Jack Russell Memorial Library Usage and Services Report – December 2017
  - D. Youth Services monthly program report – December 2017
- III. PUBLIC COMMENT PERIOD/APPEARANCES (5 Minute Limit)
- IV. CORRESPONDENCE
  - A. Thank you card from Randell Family for Library Services
- V. OLD BUSINESS
  - A. Washington County / Monarch Library System Operating Updates
  - B. Friends of the Library - Update
  - C. Strategic Plan – Update
  - D. Adding advertising banner inside library – Update
  - E. Request from City Buildings and Ground Department for a trial period to explore sharing maintenance staff with the recreation center
- VI. NEW BUSINESS
  - A. Trustee Essentials: A Handbook for Wisconsin Public Library Trustees prepared by the Wisconsin Department of Public Instruction (DPI) – Review of Chapter 9
  - B. 2018 Closed Dates/Holiday Hours
  - C. Youth Services Library Page Proposal
  - D. Youth Services Library Page Job Description
  - E. Youth Services Librarian Report – Discussion only
  - F. Library Director Report – Discussion only
- VII. UPCOMING LIBRARY BOARD MEETINGS
  - A. Regular Meeting – February 14, 2018 – Council Chambers – 4:00 PM
- IX. ADJOURNMENT

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the City Clerk at least one (1) business day prior to the meeting.

Members of the City Council may attend the above meeting. Pursuant to State ex re. Badke v. Greendale Village Board, 173 Wis.2d 553, 494 N.W. 2d 408 (1993) such attendance may be considered a meeting of the Common Council. This notice is given so that members of the Common Council may attend the meeting without violating open meeting law.