

Jack Russell Memorial Library Board
Regular Meeting – Wednesday, July 11, 2018
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. WELCOME NEW BOARD MEMBERS – Jas Hurd and Craig Westfall
- III. ANNUAL ELECTION OF OFFICERS – President and Vice-President
- IV. UNANIMOUS CONSENT AGENDA
 - A. Approval of Library Board meeting minutes.
 - 1. June 13, 2018 Regular Meeting
 - B. Financial statements
 - 1. Financial report comparing budgeted versus actual numbers – June 2018
 - 2. Monthly library bills for Library Board review and approval – June 2018
 - C. Jack Russell Memorial Library Usage and Services Report – June 2018
 - D. Youth Services monthly program report – June 2018
- V. PUBLIC COMMENT PERIOD/APPEARANCES (5 Minute Limit)
- VI. CORRESPONDENCE
 - A. Thank you letter from Carlynn Hulbert's family for flowers
 - B. Thank you letter from Carol Wobig for program in June
 - C. Thank you letter to Mr. & Mrs. Ken Smith for donation of POW Flag
 - D. Thank you letter to Mr. & Mrs. James Boblik for donation in memory of Carlynn Hulbert
 - E. Thank you letter to Ms. Alexa Pike for donation in memory of Carlynn Hulbert
 - F. Thank you letter to Ms. Nancy Watson-Bocher for donation in memory of Carlynn Hulbert
 - G. Offer letter to Kathryn McCauley for Library Aide Position
 - H. Letter to candidates that were interviewed – 17 total sent
 - I. Letter to candidates who applied but did not get an interview – 12 total sent
 - J. Letter to Jas Hurd and Craig Westfall welcoming them to the JRML Board
- VII. OLD BUSINESS
 - A. Washington County / Monarch Library System Operating Updates
 - B. Friends of the Library – Update
 - C. Strategic Plan – Update
 - D. Wisconsin Public Library Standards – Review of Section Five
- VIII. NEW BUSINESS
 - A. Programming Policy
 - B. Trustee Essentials: A Handbook for Wisconsin Public Library Trustees prepared by the Wisconsin Department of Public Instruction (DPI) – Review of Chapter 16
 - C. Youth Services Librarian Report – Discussion only
 - D. Library Director Report – Discussion only
- IX. UPCOMING LIBRARY BOARD MEETINGS
 - A. Regular Meeting – July 11, 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.