

Jack Russell Memorial Library Board
Regular Meeting – Wednesday, September 12, 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. UNANIMOUS CONSENT AGENDA – Action
 - A. Approval of Library Board meeting minutes.
 - 1. August 8, 2018 Regular Meeting
 - B. Financial statements
 - 1. Financial report comparing budgeted versus actual numbers – August 2018
 - 2. Monthly library bills for Library Board review and approval – August 2018
 - C. Jack Russell Memorial Library Usage and Services Report – August 2018
 - D. Youth Services monthly program report – August 2018
- III. PUBLIC COMMENT PERIOD/APPEARANCES (5 Minute Limit)
- IV. CORRESPONDENCE
 - A. Acknowledgement to Mr. & Mrs. Mike Swartz for donation in memory of Helga Elliott
 - B. Thank you letter to Jefferson County Human Services community Support Program Staff for donation in memory of Helga Elliott
 - C. Thank you letter to James Langhorne for monetary donation
- V. OLD BUSINESS
 - A. Washington County / Monarch Library System Operating Updates – Discussion Only
 - B. Friends of the Library – Discussion Only
 - C. Strategic Plan - Discussion Only
 - 1. Library Hours Survey Final Results – Discussion Only
 - D. 2019 Budget
 - 1. Information and Questions pertaining to CIP Request for \$80,000 to re-seal exterior wood on building – Brian Wirth, City of Hartford Buildings and Grounds Maintenance Supervisor - Action
 - 2. Review of Staffing Options presented in August – Action
- VI. NEW BUSINESS
 - A. Question and Answer with Steve Volkert, City of Hartford Administrator – Review of Library Board's Responsibilities and Duties within the City of Hartford operations – Discussion Only
 - B. Trustee Essentials: A Handbook for Wisconsin Public Library Trustees prepared by the Wisconsin Department of Public Instruction (DPI) – Review of Chapter 18 – Discussion Only
 - C. Youth Services Librarian Report – Discussion only
 - D. Library Director Report – Discussion only
- VII. UPCOMING LIBRARY BOARD MEETINGS
 - A. Regular Meeting – October 10, 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.