

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

**Wednesday, March 10, 2021 at 5:00 PM  
Large Meeting Room at the Juneau Public Library (and via GoToMeeting)  
250 N. Fairfield Ave., Juneau, WI 53039**

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

**To access the meeting virtually from your computer, tablet or smartphone click on this link.**  
<https://global.gotomeeting.com/join/695298437>

**You can also dial in using your phone.**

**United States: +1 (408) 650-3123**

**Access Code: 695-298-437**

**AGENDA**

1. CALL TO ORDER
2. PUBLIC COMMENT / CORRESPONDENCE
3. APPROVAL OF AGENDA / Action
4. APPROVAL OF MINUTES / Action
  - a. February 10, 2021 (Monthly Meeting)
  - b. February 24, 2021 (Special Meeting)
5. BUDGET / Discussion with possible Action
  - a. City of Juneau monthly expenses for February, 2021
  - b. Year-to-Date City Expenditures for 2021
6. FINANCIAL REPORTS / Action
  - a. Approval of bills from February 10 - March 9, 2021
  - b. Treasurer's report for February 2021
  - c. Year-to-Date Board Expenditures for 2021
7. BUILDING & GROUNDS / Action
  - a. Preventative Maintenance Service Agreement with J&H Controls; discussion with possible approval
    - i. 3/01/21 to 2/28/24 (3 year contract)
    - ii. Five years since last rate increase
  - b. Collection of roofing bids; working with Shawn Hart
  - c. Sealcoating project for 2021; update
  - d. Landscaping around LED Message Center/Outdoor sign
  - e. Cover for video projector
  - f. Storage at City Hall
8. PERSONNEL / Discussion with possible action
  - a. 6 month reviews in early March (hired in August) for 2 library pages
  - b. Annual reviews in late March for 1 library page and 3 library clerks
  - c. Lisa Buhr retirement on May 8
    - i. Recognition for years of service
9. SERVICES & PROGRAMS / Informational
  - a. February programming stats (new format)
  - b. March programming calendar
  - c. Year-to-Date Circulation (2021)
  - d. Free outreach programming (virtual) from State of WI (scams, home improvement, etc.)
  - e. Digital subscriptions
    - i. Milwaukee Journal Sentinel (February 1st)
    - ii. Wall Street Journal (September 1st)
    - iii. Beaver Dam Daily Citizen & Watertown Daily Times (subscribe to print)

Cc: Library Trustees: E. Gratton, K. Marose, R. Smanz, W. Smedema, P. Shanks, A.Thompson, J. Hirschfeld  
City Hall: V. Easterly, Mayor D. Wegener  
Media: Independent News/Watertown Daily Times ([news1@wdtimes.com](mailto: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 the Library Director at 920-386-4805 with as much notice as possible.

Dated and posted: 03/08/21 10:00 PM

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

**Wednesday, March 10, 2021 at 5:00 PM  
Large Meeting Room at the Juneau Public Library (and via GoToMeeting)  
250 N. Fairfield Ave., Juneau, WI 53039**

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

10. PUBLIC RELATIONS / Informational
  - a. Partnership with Juneau Parks & Rec. Dept. for March 15th cartooning program
  - b. Opening up Board Room for scheduled patron usage
  - c. Greater Watertown Community Health Foundation; Responsive Grant opportunity
  - d. Glass display case; suggestions
11. POLICIES / Discussion with possible action
  - a. Current "Code of Conduct" policy; update
12. MONARCH LIBRARY SYSTEM / Informational
  - a. Kim Niesing began as full-time Monarch staff on March 8th
  - b. DPI's Annual Report for 2020 has been signed and submitted
  - c. 2020 Take-and-Make Kits through Monarch
  - d. MLS 2019 & 2020 "by the numbers"
13. DIRECTOR'S REPORT / Informational
  - a. Written and verbal report for February 2021
14. BOARD PLANNING / FUTURE AGENDA ITEMS / Action
  - a. Juneau Public Library Board of Trustees will meet next on Wed., April 14, 2021, at 5:00 PM
15. ADJOURNMENT

Cc: Library Trustees: E. Gratton, K. Marose, R. Smantz, W. Smedema, P. Shanks, A.Thompson, J. Hirschfeld  
City Hall: V. Easterly, Mayor D. Wegener  
Media: Independent News/Watertown Daily Times ([news1@wdtimes.com](mailto: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 the Library Director at 920-386-4805 with as much notice as possible.

Dated and posted: 03/08/21 10:00 PM