

# MIDDLETON PUBLIC LIBRARY



## Library Board Minutes

January 8, 2008

Board members present: Bornhofen, Hilbert, Olson, Soeteber, Viney

Board members absent: Allen, Fulton, Kozich, Smith

Staff present: Nelson.

### Call to Order

The meeting was called to order by President Bornhofen at 6:31 p.m.

### Discussion with Tom Linfield, Vice President, Grantmaking & Community Initiatives, Madison Community Foundation

Rescheduled for February meeting.

### Minutes

Moved by Viney, seconded by Hilbert, to approve the minutes of the December 11, 2007, meeting as distributed. Motion carried unanimously.

### Approval of Monthly Expenditures Report

Moved by Viney, seconded by Olson, to approve the December 2007 expenditures report as prepared. Motion carried unanimously.

### Director's Report

Nelson reported on the following items:

- **December and annual library use.** Middleton, along with most South Central Library System libraries, took a hit during the month of December. The snow, ice, and wind resulted in a slight decline in use compared with December 2006. Overall, though, 2007 was our busiest and most successful year ever. Nelson will complete work on the annual reports (Department of Public Instruction and internal) within the next two weeks, at which time he'll provide a full account of the year's highlights.
- **VHS collection.** The demise of the VHS collection was met with barely a whimper. A number of people wondered if our weeded copies might be available for purchase. (Yes, at the Friends book sales.)
- **South Central Library System.** Nelson reported that he has had discussion with Phyllis Davis, Director of the South Central Library System, about the possibility of including Middleton's Archer meeting room as part of the upgrade its videoconferencing equipment.
- **Dane County Library Service.** At its, January 3<sup>rd</sup> meeting, the Dane County Library Board approved a recommendation to revise the standards used to determine the minimum service requirements for its member libraries. The next step of the process is the ratification by at least half the libraries representing at least 80% of the population. When that threshold has been reached, the Library Board will refer the standards to the County Board to adopt them. The goal is to finish this process before the April elections.

### Dane County Library Service

**Contract for Extension of Service.** In order for the operating and facility reimbursement payments to be made to a member library of the Dane County Library Service, a contract must be adopted by the library board and signed by the appropriate board representatives. Nelson noted that the contract for 2008 contains no change in language.

Moved by Olson, seconded by Soeteber, to authorize the library board president and secretary to sign both copies of the contract. Motion carried unanimously.

**Library Director Recruitment and Hiring**

Nelson reported that the Library Director opening has been extensively advertised as of Wednesday, January 2. All letters of application and resumes will be sent to the library c/o Board President Patricia Bornhofen.

Board members agreed to use of the following letters and forms as presented, with a few cosmetic changes: Sample letter to those identified as possible applicants, Sample letter to applicants for Director position, Sample letter to applicants who do not meet minimum criteria, Ranking sheet for resumes, Questions to ask references.

**Wisconsin Library Association Legislative Activities for 2008**

WLA/WEMA Library Legislative Day is scheduled for Tuesday, January 22, from 8:00 a.m. to 1:00 p.m. at the Inn on the Park in Madison. Nelson is serving as chair of the WLA Library Development & Legislation Committee this year. He briefly reviewed the list of WLA's 2008 legislative priorities.

Moved by Hilbert, seconded by Olson, to adjourn at 7:01 p.m.

Paul Nelson, recorder