

MIDDLETON PUBLIC LIBRARY



Library Board Minutes

February 12, 2008

Board members present: Allen, Bornhofen, Fulton, Hilbert (left at 7:00 p.m.), Kozich, Olson, Smith, Soeteber, Viney

Staff present: Nelson.

Others present: Tom Linfield, Bob Sorge. (Both left at 7:00 p.m.)

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

Tom Linfield and Bob Sorge, Vice President of Strategic Development, presented an update of the Foundation's "Library Collection Circle" grant project and a general overview of its investment programs.

Minutes

Moved by Smith, seconded by Viney, to approve the minutes of the January 8, 2008, meeting as distributed. Motion carried unanimously.

Approval of Monthly Expenditures Report

Moved by Viney, seconded by Smith, to approve the January 2008 expenditures report as prepared. Motion carried unanimously.

Director's Report

Nelson reported on the following items:

- **Annual library use.** Nelson reviewed the table in Appendix A of the monthly report: Annual and juvenile circulation (1997-2007); Holds filled from other libraries and from Middleton's collection (1997-2007); Items owned by print and audiovisual formats (1997-2007); Annual circulation by format, 2003-2007; Annual circulation by Dewey range (2006-2007).
- **January 2008 statistical and program summary.** Nelson noted that, in spite of the weather, the library started the year with a 3% increase in circulation. We had a very successful introduction of two programs: a Martin Luther King Day luncheon & speaker and a Book-to-Movie discussion group. A "Teen Bands After Hours" program was also a big success. Head of Children's Services Svetha Hetzler participated in an outreach program coordinated by Meriter Hospital.
- **Issues discussed at staff meetings.** Five additional computer stations will be added to the lower level by the early spring. Staff reviewed the consequences for library patrons who indulge in hostile, aggressive, and/or belligerent behavior, and at what point such behavior require the intervention of the police. Staff will look into ways to improve communication between floors, particularly on evenings and weekends.
- **Collection development.** "Discovery Packs" have become an instant hit in the children's collection. Middleton now has access to LearningExpress, a comprehensive, interactive online database that provides practice tests and tutorial courses.
- **Volunteer recognition.** Nelson is looking into initiating a brief volunteer recognition ceremony at the city council meeting that falls within or closest to National Library Week (April).

- **Short-term and long-range planning needs.** Paul reported that he has asked the management team staff to develop building program statements for their areas of responsibility. These planning documents should include space needs for staff, collection, programming and seating and address both short- and long-term goals, both within and beyond the confines of the current building and budget. This exercise will provide the necessary and appropriate background information for the consultant hired to conduct a formal space needs study, an item that has been incorporated into the City of Middleton's current 5-year capital program

Dane County Library Service Standards

Nelson described the reasons for revising the standards and reviewed the content of the revised document, included in the January board report as Appendix B.

Moved by Allen, seconded by Soeteber, to adopt the "Resolution Approving Revised Dane County Standards for Public Libraries" and authorized Board President to sign the resolution. Motion carried unanimously.

Wisconsin Department of Public Instruction Public Library Annual Report

All public libraries in the state of Wisconsin are required to submit, by March 1st of each year, an annual report to the Division for Libraries and Community Learning within the DPI.

Moved by Allen, seconded by Soeteber, to authorize the board president and library director to sign the 2007 public library annual report. Motion carried unanimously.

Statement Concerning Public Library System Effectiveness

As set forth in the Wisconsin State Statutes s. 43.58(6)(c), public libraries are required to certify that public library systems did or did not "provide effective leadership and adequately meet the needs of the library".

Moved by Fulton, seconded by Smith, to certify that the South Central Library System did provide effective leadership and adequately met the needs of the Middleton Public Library during 2007. Motion carried unanimously.

Library Director Recruitment and Hiring

Nelson provided an update on the applications received to date. He distributed a letter from full-time staff members regarding their general feelings about what to look for when hiring a new director. Nelson will prepare a Library Director Candidates evaluation grid for review at the March 11th meeting. The deadline to apply for the Library Director position is March 17th.

Moved by Smith, seconded by Viney, to adjourn at 7:57 p.m.

Paul Nelson, recorder