

MIDDLETON PUBLIC LIBRARY



Library Board Minutes

March 11, 2008

Board members present: Allen, Bornhofen, Fulton, Hilbert, Olson, Smith

Board members absent: Kozich, Soeteber, Viney

Staff present: Nelson

Call to Order

The meeting was called to order by Bornhofen at 6:33p.m.

Minutes

Moved by Smith, seconded by Fulton, to approve the minutes of the February 12, 2008, meeting as distributed. Motion carried unanimously.

Approval of Monthly Expenditures Report

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

Director's Report

Nelson reported on the following items:

- **February 2008 statistical summary.** In spite of the extreme weather, library use was up 5% over the previous February. The weekends were particularly busy. Program attendance was also strong, totaling more than 1,000 participants.
- **Dane County Celebrates Jane Hamilton.** This year, Dane County librarians have chosen the works of Jane Hamilton as the focal point for a series of book discussions that will take place at various library locations throughout the month of April. Middleton staff has selected *A Map of the World*, which will be discussed on Wednesday, April 16, at 10:00 a.m. and Thursday, April 17, at 7:00 p.m. in the Kenneth Mack Reading Room. The Library will host an author reading by Jane Hamilton on Monday, April 21.
- **COLAND Strategic Visioning Summit.** Nelson reported that the Council on Library and Network Development (COLAND), in cooperation with Superintendent of Public Instruction Elizabeth Burmaster, is conducting a two-day retreat with library users and library professionals. The "Strategic Visioning Summit on the Future of the Library", scheduled for May 5-6, 2008, is an invitational event to be attended by 100 librarians and library advocates from throughout the state. Nelson encouraged board members to respond to a series of questions posted on an online survey.
- **Gathering Data for the Library's Long Range Plan.** Nelson provided some analysis of the weekend circulation statistics that he has gathered and organized for the past year. Six of the seven busiest weekends have already occurred in 2008
- **Librarians' reports.** Circulation staff has begun a formal planning process to determine the timeline for installing a 3rd self-check unit.

- **Staff meetings.** Nelson has prepared a series of four procedural overviews of Director responsibilities: Library Board annual activities, Library Board meeting preparation, Director's meeting schedule, and vendor report annual inventory. He encouraged members of the Management Team to do likewise, initially focusing on two or three major areas of responsibility.
- **Director's Vacation.** Nelson will be on vacation on Good Friday and during the week of March 26-30.

Long Range Plan of Service, 2008-2012

Nelson distributed a copy of the plan and suggested that it be used as a starting point for further discussion with the new Director of the library's long-range development

Library Board Membership Status

Bob Allen will have served the second of two three-year terms as of June 2008. According to the Library Board bylaws, he is ineligible to be appointed to a third full term. There is some question as to Steve Olson's status, as he has served a three-year term as a citizen representative and five one-year terms as the Council liaison. Nelson has mailed recruitment letters to a half dozen well-qualified candidates for Board membership. A list of names of possible appointees will be forwarded to Mayor Sonnentag by the end of March.

Library Policy Review

Nelson will forward the draft Fundraising and Solicitations Policy to the City Attorney for his review.

Library Director Recruitment and Hiring

Moved by Smith, seconded by Hilbert, to convene into closed session in accordance with section 19.85(1)(c) of the Wisconsin State Statutes. Motion carried unanimously.

Present: Allen, Bornhofen, Fulton, Hilbert, Olson, Smith, Nelson

Moved by Smith, seconded by Viney, to reconvene into open session.

Present: Allen, Bornhofen, Fulton, Hilbert, Olson, Smith, Nelson

There was a brief discussion as to the distribution of the candidates' materials (cover letters, résumés, references, and achievement history questionnaire) and a tentative, very skeletal timetable as to the scheduling of interviews with the finalists.

Moved by Allen, seconded by Olson, to adjourn at 7:33 p.m.

Paul Nelson, recorder