

MIDDLETON PUBLIC LIBRARY



Library Board Minutes

April 8, 2008

Board members present: Allen, Fulton, Hilbert, Kozich, Olson, Soeteber, Viney

Board members absent: Bornhofen, Smith

Staff present: Nelson

Call to Order

The meeting was called to order by Vice-President Kozich at 6:30p.m.

Minutes

Moved by Allen, seconded by Fulton, to approve the minutes of the March 11, 2008, meeting as corrected. (Viney not present at March meeting.) Motion carried unanimously.

Approval of Monthly Expenditures Report

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

Director's Report

Nelson reported on the following items:

- **March 2008 statistical summary.** Library use was up 2% over the previous March, although teen use showed a 15% gain and children's use was up 5%. Weekend hours continued to be particularly busy during the first half of the month. The number of Dynix holds for this time of the year reflected more normal weather conditions. Youth Services staff took a well-earned, 2-week break between our winter and spring series of programs. In spite of this "lull", we still offered a schedule of 29 children's programs that attracted 417 participants.
- **Wisconsin Association of Public Libraries annual conference.** Svetha, Liz, and Paul will attend this year conference, "Point and Click", which will be held on May 1 and 2 at the Holiday Inn Hotel and Convention Center in Stevens Point. David Ward, President and founder of NorthStar Economics and Chancellor Emeritus of the University of Wisconsin, is the keynote speaker
- **Librarians' reports.** We have added five computers to the library's lower level, bringing to 31 the total number of public access computers available here on this level. However, the reference desk log book still contains as many references to "all computers in use" as it did prior to this expansion.

Bids for Repair of Library Roof

Moved by Olson, seconded by Hilbert, to recommend that the City of Middleton Finance Committee accept the low bid for this project.

Library Policy Review

Nelson noted the additions and changes that have been made to charges for lost and damaged materials in the Library's Circulation Policy. The additions reflect a new, multi-piece format that was recently added to the library's collection. The changes were made to reflect uniformity among area public libraries. Nelson pointed out that the Circulation Policy allows the Library Director to make annual adjustments to these fees without board approval. Board members agreed that the changes and additions are acceptable.

Moved by Viney, seconded by Fulton, to adopt the Fundraising/Solicitations Policy, as amended from the draft presented at the March 2008 meeting. (The additional language reflects two suggestions offered by City Administrator Mike Davis: clarification for the exemption of fundraising activities involving staff members and/or their extended families, and a statement regarding "reasonable accommodation" as far as solicitations are concerned.)

Motion carried unanimously.

Request to Carry Over Unused Vacation Beyond June 30th

Peter Matiash, Library Assistant II for Circulation Services, requested permission from the library board to use his 2007 carryover vacation after June 30, 2008. Peter is currently on a six-month probationary status in his present position. This procedure is set forth in the library's Personnel Policy.

Moved by Allen, seconded by Fulton, to grant this request. Motion carried unanimously.

Library Director Recruitment and Hiring

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

Present: Allen, Fulton, Hilbert, Kozich, Olson, Soeteber, Viney, Nelson.

Moved by Allen, seconded by Olson, to reconvene into open session.

Present: Allen, Fulton, Hilbert, Kozich, Olson, Soeteber, Viney, Nelson.

Board members agreed upon the tentative format and schedule of Library Director candidate interviews as presented in the March report. The interviews are likely to begin on Tuesday, May 27, and conclude no later than Thursday, June 10.

Nelson reported on the Management Team's meeting earlier in the day with City Administrator Mike Davis. It was agreed that a reception will be held for the new Library Director on Tuesday, September 9, from 5:30 to 7:00 p.m. in the Archer Room.

Management Team staff members have developed a list of questions for their meetings with each of the finalists. They will also forward to Nelson a list of questions to be considered for the formal interviews.

Nelson distributed copies of all of the applicants' materials and a "Library Candidates Ranking Sheet". He encouraged board members to send him a list of their top candidates (no more than 5) by the end of the month. The Management Team staff will be invited to join the board during a closed session at the May 13th board meeting.

Adjournment

Moved by Viney, seconded by Fulton, to adjourn at 7:28 p.m.

Paul Nelson, recorder