

MIDDLETON PUBLIC LIBRARY



Library Board Minutes

June 10, 2008

Board members present: Allen, Bornhofen, Fulton, Hilbert (arrived 6:45), Kozich, Olson, Smith

Board members absent: Soeteber, Viney

Staff present: Nelson

Others present: Julie Chase (Director, Dane County Library Service), Pauline Harrop (President, Friends of the Library Board), Patrick Williams (Head of Information Technology), Liz Dannenbaum (Head of Adult Services), Elizabeth Bauer (Head of Circulation Services), Rebecca Van Dan (Head of Young Adult Services), Svetha Hetzler (Head of Children's Services)

Call to Order

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

Minutes

Moved by Allen, seconded by Smith, to approve the minutes of the May 13, 2008, meeting as distributed. Motion carried unanimously.

Approval of Monthly Expenditures Report

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

Director's Report

Nelson reported on the following items:

- **May 2008 statistical summary.** Library use was up 8% over the previous May. Although it was a transition month for programming, the study rooms were in high demand.
- **From the comment box.** Responding to a recent comment about the library's teen services areas, Van Dan (Head of Young Adult Services) and Nelson responded by explaining how the area is supervised and clarifying the philosophy of Middleton's library services to teens.
- **Management team reports.** The Youth Services professional staff spent a good portion of May promoting the upcoming summer reading program activities at all area schools and receiving enthusiastic responses.
- **Staff meeting reports.** Nelson provided a progress report on the status of a 3rd self-check unit, which will be added to the circulation desk configuration. Williams is updating the library's Internet connectivity troubleshooting procedures. He also installed a long-range, wireless doorbell to serve as a panic button at the reference desk.

Request to Carry Over Unused Vacation Beyond June 30th

Kathy Rausch, Library Assistant II for Youth Services, requested permission from the library board to use his 2007 carryover vacation after June 30, 2008.

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

Library Director Recruitment and Hiring

Moved by Kozich, seconded by Smith, 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, Kozich, Olson, Smith, Viney, Nelson, Chase, Harrop, Williams, Dannenbaum, Bauer, Van Dan, Hetzler.

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

Present: Allen, Bornhofen, Fulton, Hilbert, Kozich, Olson, Smith, Viney, Nelson, Chase, Harrop, Williams, Dannenbaum, Bauer, Van Dan, Hetzler.

(Chase, Harrop, Williams, Dannebaum, Bauer, Van Dan, and Hetzler left the meeting at 7:45 p.m.)

Moved by Allen, seconded by Smith, to authorize Board President Bornhofen to offer the position of Middleton Public Library Director, at a starting salary of \$65,000 plus moving expenses (to be negotiated), to Pamela Westby, with a designated starting date of Tuesday, September 2, 2008, contingent upon a satisfactory completion of the standard references and background checks.

Motion carried unanimously.

The group then enumerated the various housekeeping details regarding the conclusion of the Library Director recruitment and hiring process that will need to take place before the end of the month.

Appointment of Nominating Committee

Deferred to July meeting.

Adjournment

Moved by Allen, seconded by Olson, to adjourn at 8:20 p.m.

Paul Nelson, recorder

Note: These minutes were prepared by Paul Nelson, Library Director. They are based on his notes as recorder and are subject to change at a subsequent meeting.