

MIDDLETON PUBLIC LIBRARY



Library Board Minutes

July 8, 2008

Board members present: Bornhofen, Fulton, Hilbert, Kozich, Smith, Westbury

Board members absent: Olson, Soeteber, Viney

Staff present: Nelson

Call to Order

The meeting was called to order by President Bornhofen at 6:32 p.m.

Welcome to New Board Member John Westbury

Board members introduced themselves, and Westbury provided some background information about himself, including his 6 years of previous service on the Middleton Public Library Board and 9 years on the Dane County Library Service Board.

Minutes

Moved by Smith, seconded by Fulton, to approve the minutes of the June 10, 2008, regular meeting and the June 19, 2008, special meeting as distributed. Motion carried unanimously. Westbury abstained.

Approval of Monthly Expenditures Report

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

Director's Report

Nelson reported on the following items:

- Circulation increased a modest 1% in June 2008 compared with June 2007. Nelson pointed out that, as much as we like to see big gains in library use, this current outcome is not necessarily a bad thing. With monthly circulation approaching 70,000, we're nearly as busy as the Central facility of the Madison Public Library. Nelson expressed some concerns about how much more business the library can handle with our current staffing configuration and limited meeting and gathering room space.
- Nelson provided a summary on summer reading program promotion, registration, and activities for the month of June. The Youth Services staff has already made plans to eliminate pre-registration for most programs next summer.

Library Director Transition: Starting Date & Health Insurance

Moved by Kozich, seconded by Hilbert, to adjust the starting date of new Director Pamela Westbury so that she will be eligible for health insurance coverage on October 1, 2008. Motion carried unanimously.

City of Middleton Midyear Budget Review 2008

A formal review has not been scheduled the past few years. A library status report can be summed up as follows:

- **Expenditures:** All accounts are tracking as they should at this time of the year. The one area where we're likely to exceed the budgeted amount is Utilities. The Building Maintenance account is actually holding up quite well in spite of a few unanticipated expenditures so far this year.
- **Revenues:** The library has received the full amount of its projected operating and facility reimbursements (\$552,768) from the Dane County Library Service for 2008.
- **Capital:** Three library requests were included in the City's 2008 capital budget: Furnishings for computer lab expansion and Archer room seating (\$10,000) were purchased and received in the spring. A self-service checkout unit (\$20,000) was ordered in May and is likely to be installed in September. Archer meeting room videoconferencing equipment (\$14,800) has been put on hold in light of the trend toward desktop delivery of library continuing education programs.

2009 Library Budget Proposal: A Preliminary Discussion

Nelson reported on the following items, which will provide the focus of the board's budget discussion at the August meeting: anticipated appropriations by library account for 2009; decision item requests (books, halftime Library Assistant II for Youth Services); and a possible capital budget item.

Appointment of Nominating Committee

Kozich and Fulton agreed to serve on the committee. They will present a slate of officers at the August meeting.

Adjournment

Moved by Smith, seconded by Kozich, to adjourn at 7:18 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.