

Library Board Minutes Cardinal Room

October 14, 2008

Board Members present: Bornhofen, Fulton, Hilbert, Kozich, Olson, Smith, Soeteber, Westbury

Staff present: Westby

Call to Order

President Olson called the meeting to order at 6:30 p.m.

Minutes

Moved by Westbury, seconded by Kozich, to approve the minutes of September 9, 2008. Motion carried unanimously.

Approval of Monthly Operating Expenditures Report

Moved by Bornhofen, seconded by Fulton, to approve the Operating Expenditures report. Motion carried unanimously.

Director's Comments

Westby asked the Library Board members to write to their Dane County Supervisors to encourage them to support an amendment to the budget that would fund public libraries at 100% instead of the 92% proposed. She distributed statistical information and sample letter. She will also email a letter to be used as an outline.

Westby reported on the following items:

The staff reviewed the city's No Smoking ordinance. Action was taken to encourage smokers to be at least 15 feet away from the entrance, where the cigarette collection would be located. The required signage is on order.

Library usage:

Circulation for September, 2008 exceeded September, 2007 by 13%.

Self-checked circulation increased by 22% over 2007 and accounts for 20% of circulation transactions.

Middleton library has loaned more items during the last two months than it has borrowed.

Overall circulation is up 5% year to date.

The staff is making plans for a GO GREEN campaign. Westby is working with an MG&E consultant and staff members to develop a plan to help all library users to reduce the library's carbon footprint. She plans to approach the City's Sustainability AdHoc Committee on this subject. The staff has already initiated changes to reduce paper usage.

There is an increase in public requests for colored copier and fax services. Westby and Williams are investigating a self-serve unit that has dual capability while charges separate fees.

A Friends of the Library Wine Tasting Event will be held at Barriquer's on November 13th from 5 – 7:30 p.m., followed by an author presentation with Jessie Lee Kercheval in the Library's Archer Room.

Regular Agenda

- Library Board membership: Reviewed and discussed 9 applications to fill Chris Viney's vacancy.
- 2009 Holiday Schedule: Westby presented the Recommendation for 2009. Moved by Westbury, seconded by Fulton, to approve the Recommendation. The motions was passed unanimously.

Old Business

Discussion only on the following reports presented with research by Westby:

- Cell phone use in the library.
- Staff salaries.
- Services to non-English speaking patrons.

Westby presented a revised version of the Lasting Gifts brochure. Final approval will be adopted at a future meeting.

Solicitation Policy: Discussion. Westby will propose a Solicitation Policy with 3 or 4 examples at the next meeting.

Next Meeting

The next Library Board meeting will be held on November 11th at **5 p.m.**

Moved by Westbury, seconded by Kozich, to adjourn at 7:30 p.m.

Sandra J. Smith, Recorder

Note: These minutes were prepared by Sandra J. Smith, Secretary. They are based on her notes as Recorder and are subject to change at a subsequent meeting.