

MIDDLETON PUBLIC LIBRARY



Library Board Minutes

February 10, 2009

Board members present: Bornhofen, Fulton, Hilbert, Olson, Otto, Soeteber, Westbury

Board members absent: Kozich, Smith

Staff present: Westby

Call to Order

President Olson called the meeting to order at 6:32 p.m.

Minutes

Moved by Fulton, seconded by Otto, to approve the minutes of the January 13, 2009, regular meeting. Motion carried unanimously.

Approval of Monthly Expenditures Report

Moved by Westbury, seconded by Bornhofen, to approve the January 2009 expenditures report as prepared. Motion carried unanimously.

2008 Annual Report

Moved by Otto, seconded by Fulton to authorize Olson to sign the Annual Report for the Department of Public Instruction of the state of Wisconsin following the review by SCLS representative Cheryl Becker.

Director's Report

Westby reported the following:

- Total circulation for the month of January increased by 4.44% over 2008.
- Library patrons checked out 31% of the total circulation last month using the self checkout stations.
- Interlibrary loans within the SCLS system increased by 6.5% over the previous year; and we loaned 7.5% more items in 2009 over 2008.
- Interlibrary loans outside the system was at an all time high of 113 items this month.
- Library patrons appreciate the electronic pre-overdue notices that were recently implemented.
- Fire inspection turned up a few violations involving the security/emergency lighting. The issues are being addressed.
- Leak in the lower level southeast corner (due to the drastic snow melt activity this week) was attended and is being investigated. Westby will report back next month after a contractor has looked into the problem.
- Teen neon sign was burned out, but repaired.
- Possible artwork for the Archer Rooms was presented. Discussion on the indoor artwork fund. A sub-committee, of Fulton, Kozich and Bornhofen, will meet and give a recommendation at the next meeting.
- New Go Green Collection has been wildly popular. MG & E has pledged a \$1,000 donation for the purchase of new items for this display.

- New programming offerings include one-on-one computer sessions and drop-in style computer classes brochure was distributed for members to review.
- Westby has reviewed the position descriptions. All PDs have been updated to reflect actual duties and responsibilities.
- Long Range Plans need to be updated. Westby will review the draft document, created last March, and make suggestions to the Library Board.
- Copies of the Teen Summer Reading program and book plates from the Children's SR P were distributed reviewed.
- Winter Reading Program has 314 registered, thus far.
- A collection of pop-up books for children were purchased for in-house use only, using a designated donation.
- New style of receipt printing is being formatted (by in-house staff) and is in the test staged. The goal is to help protect the privacy of those patrons with books on hold.
- VITA will provide free tax assistance in March, using two of our study rooms.

Roof Assessment

SRI has agreed to do an assessment of the entire roof, free of charge.

Programming Plans

City attorney and city administrator were consulted regarding liability concerns for skateboarding activity with the Parks Department, held at the skateboard park. Participants will be covered under the state's "recreational immunity" law, provided the City hasn't been negligent in the design of a program. The promotional documents state that, "*Use of the facility is at your own risk, and safety equipment is highly recommended. This is a special program offered jointly by the Middleton Public Library and the Middleton Youth Center.*"

After reviewing recent articles from national library journals, discussion took plan on current library trends involving gaming programs, namely events that incorporated electronic (Wii) games. In the past, MID has borrowed equipment from SCLS to implement such programs. Through the Friends of the Library programming funds, staff has purchased their own equipment.

Recovery Plan for Lost Items

Reviewed information from and discussed using Unique Management System to recover our losses from overdue materials. Reviewed statistical results from Sun Prairie and Madison libraries using UMS. Action was tabled until next month.

Meeting Room Policy

Motion made by Hilbert, seconded by Soeteber to approve the Meeting Room Policy as presented. After much discussion the motion was withdrawn. More discussion took place. Motion made by Hilbert, seconded by Soeteber to approve the Meeting Room Policy with changes to the previously presented policy. Significant changes are as follows: ADD: "*All meetings must be open to the public. Use by any group does not imply library sponsorship or support of the views or actions of the user group.*" to the **Who May Use** section. ADD: "*nor collect or request contributions or donations.*" and REMOVE: "*Possible exceptions to this rule may be made for a program or educational course that requires a registration fee or tuition.*"-To the **Fees and Admission Charges** section, subject to final review by the city administrator. Motion passed unanimously. The final document is available on the website.

Environmental Policy

Motion made by Bornhofen, seconded by Hilbert to approve the Environmental Policy as presented. Motion carried unanimously.

Agenda items for next month's meeting

Items will include The Recovery Plan for Lost Items, Long Range Plan discussion, review

of the board membership terms and 6-month evaluation of the Director.

Adjournment

Moved by Westbury, seconded by Fulton, to adjourn at 8:27 p.m.

Pamela Westby, recorder

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