

# MIDDLETON PUBLIC LIBRARY



## Library Board Minutes Cardinal Room August 11, 2009

**Members Present:** Bornhofen, Gillman, Hilbert, Kozich, Otto, Soeteber, Westbury

**Members absent:** Fulton, Smith

**Staff present:** Westby

**Non-members present:** Brar (partial meeting)

**Call to Order:** by President Kozich, at 6:32 PM

### **Minutes:**

Moved by Otto, seconded by Gillman, to approve minutes of July 14, 2009.

### **Motion carried unanimously.**

Moved by Otto, seconded by Gillman, to approve minutes of July 21, 2009 (special meeting). Motion carried unanimously.

### **Operating Expenditures Report:**

Moved by Hilbert, seconded by Bornhofen, to approve the July, 2009, Operating Expenditures Report. Motion carried unanimously.

### **Monthly reports:**

Review and discussion of Director's Report, Librarians' Reports, and Library Facilities Needs Assessment. Circulation statistics continue to climb at a rate of 6%. Self checkout use stays steady at almost 30% of the overall circulation.

### **Business:**

#### **2010 Library Budget Discussion:**

The City budget directive was discussed, and a conforming draft was reviewed. The budget proposal for 2010, due before the next regularly scheduled meeting, will follow draft materials presented at the 08/11/09 meeting.

### **UMS contract:**

By consensus, the Board chose to exercise its option to continue the contract

already in effect. No action necessary.

**Outdoor Seating Cove-Streetscape & Flagpole:**

Neither the Friends nor City Public Works will pursue completion of the outdoor seating cove. A cost estimate for flagpole lighting modifications to conform to statute was approximately \$1700. In lieu of modifications, moved by Gillman, seconded by Hilbert, to request City Public Works to remove the outside flagpole. Motion carried (4 votes aye, 3 votes nay)

**Indoor Art Committee:**

Update (graphic) provided by Bornhofen & Kozich; no cost estimate yet available

**Proposal to revise organizational chart and job descriptions:**

Moved by Soeteber, seconded by Otto, to revise the organizational chart and job descriptions as depicted in materials provided by Director Westby. Motion carried unanimously.

**Annual Performance Evaluation of Director Westby:**

**Moved by Gillman, seconded by Hilbert, to convene in closed session.** Motion carried unanimously. Moved by Otto, seconded by Hilbert, to return to open session. Motion carried unanimously. Moved by Hilbert, seconded by Soeteber, to accept the performance evaluation summary provided by President Kozich, with copies provided to Director Westby and the City Administrator. Motion carried unanimously.

**Adjourn:**

Moved by Gillman, seconded by Otto, to adjourn. Motion carried unanimously. Meeting adjourned at 7:56 PM.

**Next meeting September 8, 2009.**

Respectfully submitted by

John Westbury, Secretary.

*Note: These minutes were prepared by John Westbury, Secretary. They are based on his notes as recorder and are subject to change at a subsequent meeting.*