

MIDDLETON PUBLIC LIBRARY



Library Board Minutes Archer Rooms (lower level) May 10, 2011

Members present: Brar, Clay, Kozich, Shoemaker-Allen, Westbury
Absent: Gillman, Hammes, Smith, Soeteber

Staff present: Westby
Public attendee: Helmuth

Call to Order: by President Kozich at 6:34 PM

Minutes:

Moved by Shoemaker-Allen, seconded by Clay, to approve minutes of April 12, 2011. Motion carried unanimously.

Operating Expenditures Report:

Moved by Westbury, seconded by Brar, to approve the April, 2011, Operating Expenditures Report. Motion carried unanimously.

Monthly reports:

Review and discussion of Director's Report, Librarians' Reports, and other Library-related reports.

From the Director's Report,

- (1) Circulation for April, 2011, was 6.5% below that for the same month in 2010, with almost all the decrease arising from young adult and children's materials. Year-to-date total circulation lags that of 2010 by about -5.5%. Cross-library borrowing, from and to MPL, was also reduced relative to April, 2010, by about 18%. These latter decreases may be linked to migration to the KOHA collection/circulation software. Self service checkout accounted for about 30% of processed items in April.
- (2) Total programs and attendance for the month were 54 and 1277, respectively. Most programs were for children (49/54), accounting for 987 attendees. Total visits were 30319, compared to 29181 in April, 2010.

Business:

The nominating committee presented a slate of officers for the 2011-2012 business year: Shoemaker-Allen, President; Clay, Vice-President; Hammes, Secretary.

Proposed changes to the Circulation Policy were reviewed. The (electronic) text format of the policy was questioned. Moved by Westbury, seconded by Brar, to table further discussion until a more certain version of the text can be presented. Motion carried unanimously.

Proposed revisions to the Gift and Special Funds Policy were reviewed. The main revision related to a shift in the operating budget (including income and expenses associated with copies) from the City's general fund to a new special library fund, allowing carry-over of unspent funds, per state statute. The Lost Book fund will remain separate. Moved by Brar, seconded by Shoemaker-Allen, to

approve the revisions. Motion carried unanimously.

Moved by Westbury, seconded by Shoemaker-Allen, to approve an addendum draft to the Impact Fee Study, amended to separate the Library impact cost estimate from total impact costs. Motion carried unanimously.

A Financial Summary Statement for 2010 was reviewed and discussed. Comparing costs associated with employee benefits from prior years is clouded by changes in the reporting format. No action was necessary.

Moved by Brar, seconded by Shoemaker-Allen, to convene into closed session pursuant to section 19.85(1)(c) of state statutes, to discuss the effects of the proposed state budget bill on library employees. Motion carried unanimously.

Moved by Brar, seconded by Shoemaker-Allen, to reconvene into open session. Motion carried unanimously.

Moved by Shoemaker-Allen, seconded by Brar, to adjourn. Motion carried unanimously. Meeting adjourned at 8:20 PM.

Next meeting June 14, 2011.

Respectfully submitted by,

John Westbury

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