

# MIDDLETON PUBLIC LIBRARY



## Library Board Minutes Archer Rooms (lower level) July 12, 2011

**Members present:** Brar, Clay, Gillman, Hammes, Helmuth, Irish, Kubiak, Shoemaker-Allen

**Absent:** Soeteber

**Staff present:** Library Director Westby

**Call to order:** President Shoemaker-Allen at 6:30 PM

**Welcome to new Board members:** Lisa Helmuth, Anne Irish and Jill Kubiak.

Brief introductions made by Board.

**Minutes:** Moved by Gillman, seconded by Brar, to approve minutes of June 14, 2011. Motion carried unanimously.

**Expenditure Reports:** Moved by Brar, seconded by Gillman to approve June 2011 Library Expenditures Report. Motion carried unanimously.

**Monthly Reports:** Review and discussion of

Director's Report -

### Statistics

Library use for June, 2011 down 6.44%. (Adults -9.3% Juv. -2.77%)

LINK resource sharing down 16%

Self check-out and WiFi use up for June

Program attendance for June almost doubled in June of 2011, with 2,893 participants compared to 1,648 in 2010.

Librarians' Reports - Programs, RFID, ALA Conference, New Hardware for Help Desk and Ref. Desk along with a switch-over from SCLS network to independent MPL network.

### **Business:**

Request to revised Slate of Library Board Officers -

Proposal to change slate to Shoemaker-Allen - President (as previously approved)

Hammes - Vice President, and Clay - Secretary. **Moved** by Gillman, seconded by Brar to approve revision to slate of officers. Motion carried unanimously.

August Staff Inservice & Community Outreach Day -Date of inservice is Friday, August 26th, 2011.

Pamela requested full day closure of library (original proposal was for half day closure) so that staff can attend emergency skills training opportunities in addition to United Way outreach activity. **Moved** by Gillman, seconded by Brar to extend closure to full day. Motion carried unanimously.

Mid-year Financial Review -

Presented by Pamela. No action by Board required. Board President Shoemaker-Allen encouraged members to email Pamela with questions, thoughts, and suggestions.

Library Board Bylaws Review -

Board President Shoemaker-Allen appointed subcommittee to be comprised of Clay and Irish. Shoemaker-Allen to oversee. Subcommittee to meet at a later day to be agreed upon following July board meeting. (Tuesday, August 9, 2011 at 5:30 PM)

Personnel Subcommittee -

Board President Shoemaker-Allen appointed subcommittee to be comprised of Gillman and Soeteber (contingent upon reaching Soeteber and his agreement to serve). Shoemaker-Allen to oversee. Subcommittee to prepare for Library Director's performance review to be conducted in August.

**Adjourn:** Moved by Gillman, seconded by Brar, to adjourn. Motion carried unanimously. Adjourned at 7:30 PM.

**Next meeting:** Tuesday, August 9, 2011 at 6:30 PM

Submitted by, Chris Clay

*Note: Minutes were prepared by Chris Clay based on his notes (supplemented by notes taken by Pamela Westby) and are subject to change as needed.*