



## **Middleton Public Library Board Minutes**

### **Archer Rooms (lower level)**

**September 13, 2011**

**Members present:** Brar, Clay, Gillman, Hammes, Helmuth, Irish, Kubiak, Soeteber

**Absent:** Shoemaker-Allen

**Staff present:** Library Director Westby

**Call to order:** Vice-President Hammes at 6:30 PM

**Approval of Minutes:** Moved by Irish, seconded by Brar, to approve minutes of August 9, 2011. Motion carried unanimously.

**Expenditure Report:** Revised Report supplied by Westby. Moved by Brar, seconded by Gillman to approve August 2011 Library Expenditures Report. Motion carried unanimously.

**RFID:** Director Westby reported on status of conversion to RFID. Revised floor plan was presented showing new layout of book drops, conveyors, and sorting bins along with revised budget numbers, and funding options. Revisions will put project over budget. Brar motioned to approve revisions, and the use of funds, not to exceed \$1,800.00, to obtain the services of Shulfer Architects, LLC of Middleton. Seconded by Soeteber. Motion carried. Further discussion to be added to the October 11th meeting agenda.

**Monthly Reports:** Review and discussion of  
Director's Report -

Statistics

- Circulation numbers down from this time last year by a percentage of less than 3%.
- August saw an increase in Self-Service checkout use with % of total circulation being 42.3%.
- CIP projects were presented for Board review.
- Director Westby reported that the Staff in-service was a success, with staff responding positively to survey afterwards.
- KOHA is still a source of frustration with staff and patrons. Some bugs have been addressed, but overall improvement to system is slow.
- Postings: Library Assistant II position has been posted and the ad for the Head of Adult Services will be put up later this month.

**Business:**

- Personnel Subcommittee reported that they are proceeding as planned with Director Westby's evaluation. Initial review and evaluation is complete. Final report from subcommittee will be present at the October 11th Board meeting.
- Revised Dane County Library Standards were presented to Board for review. Approval of revisions requested at October 11th meeting.
- A video presentation of the United Day of Caring Event held in conjunction with the staff inservice was viewed by Board with Director Westby giving narration.

**Adjourn:** Moved by Brar to adjourn. Motion carried unanimously. Adjourned at 7:25 PM.

**Next meeting:** Tuesday, September 13, 2011 at 6:30 PM

Submitted by,

Chris Clay

*Note: Minutes were prepared by Chris Clay based on his notes and are subject to change or revision as requested.*