



## **Middleton Public Library Board Minutes**

**Archer Rooms (lower level)**

**October 11, 2011**

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

**Absent:** Gillman, Hammes

**Staff present:** Library Director Westby

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

**Approval of Minutes:** Moved by Brar, seconded by Soeteber, to approve minutes of September 13, 2011. Motion carried unanimously.

**Expenditure Report:** Moved by Brar, seconded by Soeteber to approve September 2011 Library Expenditures Report. Motion carried unanimously.

**RFID:** Plans for Circulation Services area reconfiguration were discussed. Waiting on current figures for cost of proposed work. Further discussion scheduled for November Board meeting with action by Board expected.

**Revised Dane County Library Standards:** Board was given time prior to meeting to go over proposed revisions. Motion to approve by Brar, seconded by Irish. Proposed revisions to Library Standards approved unanimously.

**Library closure dates for 2012:** Moved by Brar, seconded by Helmuth to approve closing dates coinciding with city closures. Motion approved.

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

### Statistics

- Circulation numbers down overall (by a percentage of 4.1%) compared to September 2010. YTD is down 5.74% compared to 2010.
- Number of items borrowed and loaned also down. Waiting to see if a procedural error may account for lower numbers.
- September saw increased use of Self-Service checkout (42.2%). Laptop use and library card issuance also saw a steady increase.
- Director Westby discussed building projects recently completed (roof repair). Council has approved further repair to the flat roof with an extended 1 yr. warranty.

- All Performance Coaching Conversations are complete and have been filed.
- Library Operating Budget and Capital Improvement Projects have been presented to Common Council. Common Council has requested additional budgetary savings and/or increased revenue to fill a gap of nearly \$35,000 for 2010. Possible strategies were discussed and a proposal prepared for submission to Council. The results of that proposal to be discussed in the future.
- Friends of the Middleton Public Library has launched a Facebook page, and are working on the November fundraiser.

**Business:**

- Soeteber moved to go into closed session to discuss Director Westby's performance evaluation and compensation. Motion was seconded by Irish, and approved.
- Helmuth made motion to move out of closed session, seconded by Kubiak.
- Complete report from Bylaws Review Subcommittee to be rolled over to November meeting.
- Updated Addendum-ILS Contract with SCLS and Contingency Fund Policy presented for review and discussion at the November Board meeting.

**Adjourn:** Moved by Helmuth to adjourn, seconded by Kubiak. Motion carried unanimously.

**Next meeting:** Tuesday, November 8, 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.*