



**Library Board Meeting
Minutes
Tuesday, July 10, 2012
Archer Rooms (lower level)**

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

Absent: Irish

Staff present: Library Director Westby, Library Assistant II Light

Call to order: President Hammes at 6:30 PM

Approval of Minutes: Moved by Gillman, seconded by Soeteber to approve minutes of June 12, 2012 meeting. Motion carried unanimously.

Expenditure Report: Moved by Shoemaker-Allen, seconded by Clay to approve June 2012 Expenditures Report. Motion carried unanimously.

Business:

1. Motion by Brar, seconded by Helmuth to approve the Draft Budget 2013 – Proposed Operating Budget as presented. Motion carried unanimously.
2. Discussion of the proposed Employee Handbook will take place at the August 2012 meeting so the board has the opportunity to review City Attorney Matt Flemings recommendations for change.
3. Presentation of Director's Report. The actual 2011-2012 change in Circulation, Year to Date, is +2.55 %. The updated 2012 numbers for the LINK libraries Loaned to and Borrowed from columns needed to be entered. Because of imbalanced use of the three Self-Service checkouts it has been proposed that #3 be moved to a different location at the end of the summer. The possibility of hosting an unpaid IT Internship was discussed.
4. Pledge update for Beyond the Page endowment campaign.
5. Presentation of the response from SCLS regarding the annual report and a letter from the Dane County Library Board. Director Westby will find out, and share with the board, the date when the consultant's timeline. Director Westby will draft a response to SCLS, which the board will approve and send before the August 2012 meeting.

Adjourn: Moved by Shoemaker-Allen, seconded by Brar. Motion carried unanimously. Hammes adjourned meeting at 7:25 PM.

Next Meeting: Tuesday, August 14, 2012 at 6:30 PM

Submitted by Jill Kubiak

Note: Minutes were prepared by Jill Kubiak based on her notes and are subject to change or revisions as requested.