



**Middleton Public Library Board Meeting
Minutes
July 11, 2013
Leonard Archer Room on the Lower Level**

Members present: Blank, Clay, Gillman, Helmuth, Irish, Kubiak, Soeteber

Absent: Hammes, Share

Staff present: Library Director Westby, Library Assistant II Light

President Kubiak called the meeting to order at 6:34 PM

The library board welcomed newly appointed board member Angela West Blank. Angela summarized her enthusiasm and desire to serve on the library board. It was noted that her experience and skills in development will be useful as we forge ahead with plans to make Middleton a library of the future.

Approval of Minutes: Moved by Gillman; seconded by Irish to approve minutes of the June 11, 2013 meeting. Motion carried unanimously.

Expenditure Report: Moved by Gillman; seconded by Clay to approve June 2013 Library Expenditures Report. Motion carried unanimously.

Business:

1. Moved by Gillman; seconded by Irish to change the time of the library board meetings from 6:30 PM to 6:00 PM. Motion failed: 0 (yes) – 7 (no).
2. Moved by Gillman; seconded by Soeteber to approve the amendment to the Standards for Dane County Public Libraries, as presented in the May Library Board Report. Motion carried unanimously.
3. Moved by Irish; seconded by Clay to revise the Volunteer Policy. Motion carried unanimously.
4. Request to update the Reference Policy. Moved by Helmuth; seconded by Clay to table the request until next month. Motion approved unanimously.
5. The Operating Fund Financial Report through May 31, 2013, comparing the actuals in 2011, 2012 and the 2013 budget was reviewed. Adjustments to the original 2013

budget figures, aligning with year-to-date expenditures without affecting the bottom line, were noted.

6. Motion by Clay; seconded by Gillman to approve the proposed 2014 Library Budget, as presented. Much discussion ensued. LINK fees were increasing, despite having fewer devices on the SCLS network. Westby anticipates an increase of statewide buying pool shares and a 5% in database fees. The proposed budget includes a request to increase the book budget to replace aging and much loved copies of classics and the cost to process and prepare them for the shelves. The successful campaign to increase use of electronic databases and the shift in digital resources was noted. The base price of the Zinio platform was locked in for 2014 (no increase); however, the average rate per digital magazine will be increasing three-fold. The cost to increase Zinio subscriptions from 50 titles to 100 was also discussed. Westby suggested an additional database: Tutor.com, which provides a live tutor to cardholders. Several libraries in the system subscribe and some with high success rate. Helmuth, Kubiak, Soeteber and Irish offered assistance in promoting library card signups and use of electronic databases at area schools. Moved by Gillman; seconded by Clay to add a friendly amendment to the motion, delaying approval of the budget until next month so the cost of Tutor.com can be included.
7. Presentation of the Director's Report. Not all monthly statistics were available at the time of publication: 2013 June circulation is up by +2.4% compared to last year's June totals; monthly visits were up slightly from 32,036 in 2012 to 32,172 in 2013; self-checkout use reached an all-time high of 48.75%; and WIFI walkin use was down from 748 in 2012 to 596 in 2013. In June, programming totaled 54 events with 1,777 attendees. Our Beyond the Page grant proposal (in partnership with Madison's Sequoia, Sun Prairie and Monona Public Libraries) was accepted for a fall radio drama production of *The Haunting of Hill House* to be performed by Heartline Theatricals. Struckmeyer, Light and Westby reported a useful and inspiring ALA Annual Conference in Chicago. The sidewalk railing on the stairs from the front door to the parking lot broke. City staff, library gardener and Westby worked out a plan to replace the stairs with a widened ADA concrete ramp and rework the landscaping.

Next meeting: Tuesday, August 13, 2013 at 6:30 PM. Kubiak requested that the agenda include forming a sub-committee to provide ideas to staff; foster goodwill with the community; and to support and market library services to the public.

Adjourn: Moved by Gillman, seconded by Irish. Motion carried unanimously. President Kubiak adjourned the meeting at 7:40 PM.

Submitted by Library Director Pamela K. Westby

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