



**Middleton Public Library Board Meeting  
Minutes  
August 13, 2013  
Leonard Archer Room on the Lower Level**

**Members present:** Blank, Clay, Gillman, Irish, Kubiak, Share, Soeteber

**Absent:** Hammes, Helmuth

**Staff present:** Library Director Westby, Library Assistant II Light

President Kubiak called the meeting to order at 6:31 PM.

**Approval of Minutes:** Moved by Gillman; seconded by Irish to approve minutes from the July 10, 2013 meeting. Motion carried unanimously. The Board requested that Westby send a letter of appreciation to our landscapers for their outstanding work.

**Expenditure Report:** Moved by Gillman; seconded by Share to approve the July 2013 Library Expenditures Report. Motion carried unanimously.

**Business:**

1. Moved by Gillman; seconded by Clay to approve the revisions to the Reference Policy, as presented. Motion carried unanimously.
2. Westby presented a proposal from Mark Goad to reallocate the funding for the 2013 CIP - Boiler Replacement Project. In learning that the existing HVAC boilers have an expected life of 5-10 more years, Mark Goad is recommending that the project be delayed until after the building feasibility study has been completed. Mark's recommendation is that some of the funding be applied to the HVAC Controller project, which will exceed its budget by \$21,400. In addition, Westby noted that the remainder could be used as follow to fund the Building Feasibility Study (\$24,000), restroom upgrades (\$13,000) and still have \$7,600 for contingencies. Motion made by Gillman; seconded by Share to present this proposal to the City Finance Department and Council. Motion passed unanimously.
3. Motion by Gillman; seconded by Soeteber to accept the proposed updates to the 2014 Capital Improvement Projects, as presented. Motion carried.
4. Motion by Irish; seconded by Blank to approve the proposed 2014 Library Capital Improvement Budget, as presented. Motion carried unanimously.

5. Motion by Clay; seconded by Gillman to approve the proposed 2014 Library Operating Budget, as presented. Motion passed unanimously.
6. Motion by Soeteber; seconded by Share to take no action on the patron request for a parking time limit extension of City Parking west of the library. It was noted that the City's parking study showed that the Terrace Parking Lot (behind the Library) is under-utilized and has a 24 hour time limit. Motion carried unanimously.
7. Presentation of the Director's Report. A letter of resignation from Stephanie Hammes was received today. She expressed her pleasure in serving on the board and would welcome an opportunity to serve again when her schedule frees up. Two library board applications are on file and have been forwarded to Mayor Sonnentag for his consideration. Monthly statistics were up in most areas. A lengthy discussion took place on how we have outgrown our storytime space. The board expressed concern for the comfort and safety of those attending and encouraged staff to consider using the Archer Rooms instead. Westby will follow up next meeting with how that will impact room availability and restrict program scheduling.
8. President Kubiak called for volunteers to serve on a Marketing and Promotions Committee. They are as follows: Blank, Clay, Helmuth, Kubiak, Share.

**Next meeting:** Tuesday, September 10, 2013 at 6:30 PM.

**Adjourn:** Moved by Gillman; seconded by Share. 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.*