



**Middleton Public Library Board Meeting
Minutes
October 8, 2013
Leonard Archer Room on the Lower Level**

Members present: Blank, Clay, Helmuth, Irish, Kubiak, Tucker

Absent: Gillman, Share, Soeteber

Staff present: Library Director Westby, Library Assistant II Light

President Kubiak called the meeting to order at 6:32 PM.

Approval of Minutes: Moved by Helmuth; seconded by Clay to approve minutes from the September 10, 2013 meeting. Motion passed unanimously.

Expenditure Report: Moved by Clay; seconded by Irish to approve the September 2013 Library Expenditures Report. Motion carried unanimously.

Business:

1. Moved by Irish; seconded by Blank to approve the revised 2014 Library Closing Dates, as follows: Closed all day Friday, January 20th for all staff inservice; and open regular hours Monday, January 20th. It was noted that a program honoring Martin Luther King is schedule for the evening. The schools will be contacted about promoting this family-friendly event. Motion carried unanimously.
2. Financial update: Westby presented the library's operational budget report. It was noted that we're tracking well in most areas.
3. Two facility update projects were identified by the Management Team 1) make the Archer Rooms more flexible for a broader audience and community involvement type projects and programs: add a closet for programming supplies on the north wall and additional electrical and data ports (quotes will be sought); and 2) updating the staff breakroom kitchenette. There we no objections to replacing the staff breakroom refrigerator for a more efficient model. More information is needed on the staff request for a stackable washer/dryer to wash puppets, toys, and kitchen towels, dishwasher and an under the sink hot water heater. Discussion regarding the water

dispensers and whether the bottles contain PBA. It was agreed to look for ways to discontinue this service.

4. Director's Report. The BBC online news video filmed at the Middleton Public Library was played and discussed. Irish gave the board historical background overview of the CCBC and the annual event. Youth Services supervisors are registered for a CE at UW, Madison, on the topic of integrating technology into youth services programming. Discussion ensued surrounding makerspace themed programming, video production, sound recording and 3D printers, especially for the teen audience.
5. President Kubiak reported that the Marketing and Promotions sub-committee has not met, but did will meet after the October library board meeting tonight.

Next meeting: Tuesday, November 12, 2013 at 6:30 PM.

Adjourn: Moved by Irish; seconded by Blank. Motion carried unanimously. President Kubiak adjourned the meeting at 7:50 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.