



**Middleton Public Library Board Meeting
Minutes
November 12, 2013
Leonard Archer Room on the Lower Level**

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

Absent: Helmuth

Staff present: Library Director Westby, Library Assistant II Light

President Kubiak called the meeting to order at 6:30 PM.

Approval of Minutes: Moved by Gillman; seconded by Clay to approve minutes from the October 8, 2013 meeting. Motion passed unanimously.

Tucker and Irish joined the meeting.

Expenditure Report: Moved by Soeteber; seconded by Gillman to approve the October 2013 Library Expenditures Report. Motion carried unanimously.

Business:

1. Financial update: Westby presented the library's operational budget report. It was noted that we're on track to spend remaining funds by the end of the year.
2. 2014 Budget: Decision Items and Capital Outlay. Westby updated the board on the Common Council's current 2014 library budget, with the public hearing and final vote to approve on December 3, 2013. Currently, this budget will include funds for the public restroom update project and restoration of LAII assistant hours to 20 hrs/wk. President Kubiak spoke at the 11/5/13 Common Council meeting in favor of restoring these hours. The budget does not currently include funding for the building feasibility study, nor the Tutor.com database.
3. Security Cameras: Director Westby presented a proposal to install security cameras at several locations throughout the building to help staff secure areas with limited sight lines. This is the same proprietary surveillance system presently used in the police station, and will therefore allow police to view library cameras on an as-needed basis.

The total cost including installation, programming and one-year warranty is \$19,310. Moved by Gillman; seconded by Irish to approve security camera expenditure up to \$20,000 from 2013 operating budget. Motion passed unanimously.

4. Facility: A few minor plumbing adjustments will make it possible to discontinue the bottled water service. Archer Room storage cabinets and wiring was tabled.
5. Director's Report: In light of comments about toy weapons, or items that may be construed as weapons, present at some library programs, Director Westby asked the board to consider whether a revision to the "Appropriate Library Behavior Policy" is necessary. Tucker volunteered to compare Middleton's policy with Verona Public Library's policy to help the board make appropriate recommendations.
6. Subcommittee Report – Library marketing, promotion, community awareness:
7. Next meeting: Members decided not to meet in December.

Next meeting: January 14, 2014 at 6:30pm.

Adjourn: Moved by Gillman; seconded by Irish. Motion carried unanimously. President Kubiak adjourned the meeting at 7:13 PM.

Submitted by Library Assistant Rebecca Light.

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