



**Middleton Public Library Board Meeting
Minutes
January 14, 2014
Leonard Archer Room on the Lower Level**

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

Absent: Gillman, 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 Clay; seconded by Share to approve minutes from the November 12, 2013 meeting. Motion passed unanimously.

Expenditure Report: Moved by Share; seconded by Blank to approve the November and December 2013 Library Expenditures Report. Motion carried unanimously.

Business:

- 1. Appropriate Library Use Policy (review):** After reviewing other libraries' behavior policies, Tucker recommended several changes to the "Specific Guidelines," section II of the Middleton Public Library Appropriate Library Behavior Policy. These, and other recommendations, included added "obscene," to the list of prohibited behaviors, adding a specification for bullying behavior, and adding an additional line discouraging bathing, shaving and washing hair in the library. Westby will present a red-lined version of the policy to the board next month for approval.
- 2. 2014 Dane County Library Services Contract:** Moved by Helmuth, seconded by Share to approve the 2014 Dane County Library Services Contract. Motion carried unanimously. Library Board President Kubiak and Library Board Secretary Irish signed the contract.
- 3. Financial Report:** Westby presented preliminary 2013 balance sheets for several library accounts. Board members discussed allocating funds to the proposed Building Feasibility Study, which was not funded in the 2014 city budget. Board members expressed interest in talking with representatives from firms who would detail the scope and process of their

studies. Moved by Helmuth and seconded by Blank for Westby to create a document to establish the scope of the formal RFP project. Motion carried unanimously.

4. **Request to hold a library-sponsored program after-hours in October 17, 2014:** This is a Beyond the Page program by Forward Theater in honor of Banned Books Week. Moved by Share, seconded by Helmuth to approve the after-hours program. Motion carried unanimously.
5. **Subcommittee formation:** President Kubiak asked for board volunteers to join a subcommittee to conduct a personnel evaluation for Director Westby. The subcommittee will be Kubiak, Share, and Helmuth. The committee will conduct the evaluation after the February meeting, present the results at the March meeting, and seek approval at the April meeting.
6. **Director's Report:** We are now offering online assistance with a live tutor for homework help and career consultation through the service Tutor.com. It is made possible from the generous support from Katie's Kids. The Katie's Kids Fund will also sponsor the purchase of new storytime cushions and transportation for all second-graders attending schools within the city of Middleton to visit the library in the fall of 2014.

Library Board of Trustee membership whose terms end mid-2014 were reviewed: Kubiak, Irish and Clay.

Ms. Westby reported that the HVAC controller project is near completion; the new security camera system is installed and running, with the exception of one camera which was on back order.

Library Legislative Day will be held on February 11, 2014. Gillman and Westby are registered to attend.

The staff in-service was well-received (MacGyver Librarians and Tour of the new Madison Central facility, including The Bubbler and the Media Lab; Light shared photos from the day.

7. **Next meeting:** February 11, 2014 – 6:30pm.

Adjourn: 7:40 pm, moved by Helmuth, seconded by Clay.

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.