



**Middleton Public Library Board Meeting
Minutes
February 11, 2014
Leonard Archer Room on the Lower Level**

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

Staff present: Library Director Westby, Library Assistant II Light, Practicum student Kuehl

1. Call to Order: President Kubiak called the meeting to order at 6:30pm.
2. Approval of Minutes of the January 2014 meeting: moved by Clay, seconded by Irish to approve the minutes of the January 2014 meeting. Motion passed unanimously.
3. Approval of January 2014 Expenditures Report: moved by Gillman, seconded by Irish to approve the January 2014 Expenditures Report. Motion passed unanimously.
4. Appropriate Library Use Policy: Moved by Irish, seconded by Helmuth to approve the Appropriate Library Use Policy. Members noted the needed revision of the word "saving" to "shaving," and well as the addition of "in the library" to the policy wording. The policy should keep the phrase "boisterous behavior" and add "intimidating" and "bullying" behaviors as additionally prohibited in the library. Motion passed unanimously.
5. Approval of the 2013 Annual Report to the Department of Public Instruction: Director Westby shared the completed annual report, which was recently sent to SCLS for commentary. After approval from SCLS staff, Westby will present the final version to President Kubiak for her signature. Moved by Helmuth, seconded by Tucker to approve the annual report when finalized. Motion passed unanimously.
6. Financial Report: Balance Sheets: Westby presented an updated, but not audited balance sheet for 2013 library operating fund.

7. Convene into Closed Session: The Middleton Public Library convened into closed session in accordance with Wisconsin State Statutes section 19.85(1)(c) regarding employee benefits and compensation. Motioned by Tucker, seconded by Irish to establish parity in Page I and Page II wages by raising hourly rates to \$8.84 and 11.69, respectively. This includes back pay to January 1, 2014, at approximately \$5,400 total.
8. Director's Report: Review a Draft of Request for Proposals for Feasibility Study – The board reviewed a draft proposal constructed by Westby. Gillman introduced the idea of partnering with UW-Madison School of Library and Information Studies for work on the feasibility study, and recommended inviting interested students to future board meetings. Westby reported that FEH Associates were available to present an summary of the process and answer questions at the March Library Board Meeting.
9. Next meeting: March 11, 2014 – 6:30pm.

Submitted by Library Assistant II Rebecca Light.

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