



**Middleton Public Library Board Meeting
Minutes
March 11, 2014
Archer Rooms**

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

Members absent: Helmuth, Irish, Soeteber

Additional guest: Jenna Assmus (SLIS), Bill Wilson, Kevin Eipperle, Gregory Baum

Staff present: Library Director Westby, Library Assistant II Light, Head of Children's Services Svetha Hetzler, Head of Teen Services Rebecca Van Dan

1. **Call to Order:** Vice President Clay called the meeting to order at 6:34 pm.
2. **Building Feasibility Study Information Meeting Presenters from FEH Associates and Himmel and Wilson:** Bill Wilson (Himmel and Wilson), Kevin Eipperle (FEH), and Gregory Baum (FEH) provided an overview of their Building Feasibility Study process. In addition, they answered questions from the board and present staff. The board agreed to invite Request for Proposals (RFPs) from interested architectural firms using the draft reviewed at the February board meeting. The RFP will also be available on the library website.
3. **Approval of Minutes of the February 2014 meeting:** moved by Blank, seconded by Tucker to approve the minutes of the January 2014 meeting. Motion passed unanimously.
4. **Approval of February 2014 Expenditures Report:** moved by Gillman, seconded by Blank to approve the February 2014 Expenditures Report. Motion passed unanimously.
5. **Subcommittee Convene into Closed Session:** The Middleton Public Library convened into closed session in accordance with Wisconsin State Statutes sections 19.85(1)(c) regarding employee benefits and compensation. Gillman moved to convene into closed session, seconded by Blank. Moved by Gillman, seconded by Blank to return to open session.
6. **Report from Subcommittee – Review to the Director's Position Description – Compensation:** Members reviewed Director Westby's performance conversation and presented an updated position description. Moved by Gillman, seconded by Tucker to approve the updated description. The board issued an evaluation statement commending her performance. Moved by Tucker and seconded by

Gillman to adjust Director Westby's vacation time to 25 days per year, effective January 1, 2014. Motion passed unanimously.

7. **Director's Report: Stairwell Gallery & Community Canvases project, Marketing Plan:** Director Westby shared progress on the launch of the Community Canvases project in the new Stairwell Gallery; so far about 50 blank canvases have sold and there is growing interest in the open studio programming.
8. **Wisconsin Department of Public Instruction – Trustee Manual:** Director Westby will highlight trustee-related information at a future board meeting.
9. **Next meeting:** April 8, 2014 – 6:30pm.
10. **Adjourn:** Moved by Gillman, seconded by Blank. Adjourned 8:30pm.

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.