



**Middleton Public Library Board Meeting
Minutes
April 8, 2014
6:30 p.m.
Leonard Archer Room on the Lower Level**

Members present: Blank, Clay, Gillman, Helmuth, Soeteber, Tucker

Members absent: Irish, Kubiak, Share

Staff present: Library Director Westby, Library Assistant II Light

1. **Call to Order:** 6:34 p.m.
2. **Approval of Minutes of the March 2014 meeting:** moved by Gillman, seconded by Blank to approve the minutes of the March 2014 meeting. Motion passed unanimously.
3. **Approval of March 2014 Expenditures Report:** moved by Blank, seconded by Gillman to approve the March 2014 Expenditures Report. Motion passed unanimously.
4. **Library Endowment Distributions through Madison Community Foundation:** Westby reviewed distribution amounts available in endowment funds (Large Print: \$1,311.31; General Fund \$8,385.63). The board decided not to draw from these funds at the present time.
5. **Boiler replacement bid:** The board reviewed one bid for the boiler replacement project, which provides a baseline description of required work and costs. Moved by Gillman and seconded by Soeteber to approve the boiler project and to release to the City Finance Department to solicit further bids. Motion passed unanimously.
6. **Letter from SCLS regarding 2015 Adjacent County Reimbursement Requests:** SCLS has offered to bill yearly adjacent county reimbursements on behalf of the library per Wisconsin State Statute 43.12(2). This will begin in 2015. Moved by Gillman, seconded by Soeteber, to authorize SCLS to request these reimbursements. Motion passed unanimously.

7. **Proposed revisions to the Employee Handbook:** Westby presented this revision to the Employee Handbook to reflect the new threshold for health benefits:

Compensation Guidelines

Full time ~~and part-time staff~~ staff receive a benefits package from the City of Middleton, which currently include health, life, dental, eye, and income continuation insurance, sick leave, and vacation compensation. Please talk to your supervisor for complete information. The benefit package is subject to change at any time at the discretion of the City. Full time employees (30 hours and above) receive a full benefit package.

Part time employees ~~receive a prorated benefit package, based on average week and average day worked working less than 30 hours per week, are not eligible for health benefits. However, employees who are enrolled in the City health insurance plan as of December 31, 2013, for the 2014 calendar year, and who work under 30 hours per week, may continue on the City's plan at their choice on a "grandfathered basis". Effective January 1, 2014, all other employees, who work less than 30 hours per week and are not grandfathered, are no longer eligible to enroll on the City's health insurance plan.~~

~~Employees who are not eligible for the City of Middleton health insurance plan will have the option to purchase health insurance through the Health Insurance Marketplace under the auspices of the Affordable Care Act. The City encourages applicable employees to consider this option to take advantage of any premium tax credits for which they may be eligible.~~

Moved by Gillman, seconded by Helmuth to approve the revisions as presented above ("staff" retained in first line). Motion passed unanimously.

8. **Review of Library Board orientation documents & proposed handbook:** Board members reviewed the Board, Commission, & Committee Handbook for Non-Elected Volunteers, written by City Administrator Mike Davis and City Intern Stephen Bechler. Moved by Helmuth, seconded by Gillman, to endorse the handbook as written, with the following change requested: (p.4) *"In addition, appointed members should not become involved in the operational matters of City departments unless specifically provided for in their prescribed powers and duties (e.g. [the Library Board](#)). For more information about the powers and duties of the Middleton Public Library Board of Trustees, please see the Board section of the Library website at: <http://www.midlibrary.org/Board>."*
9. **Next meeting:** May 13, 2014 – 6:30pm.
10. **Adjourn:** 7:12 p.m.

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.