



**Library Board Meeting
Minutes
6:30 p.m.
Tuesday, May 13, 2014
Archer Rooms**

Board Members Present: Clay, Gillman, Helmuth, Irish, Kubiak, Soeteber, Tucker, West Blank

Absent: Share

Staff Present: Library Director Westby, Library Assistant II Light

Call to Order : 6:30pm

Approval of Minutes of the April 2014 meeting (action item):

Moved by West Blank, seconded by Clay to approve the April 2014 Meeting Minutes. Motion passed unanimously.

Approval of April 2014 Expenditures Reports (action item):

Moved by Clay, seconded by Irish to approve the April 2014 Expenditures Reports. Motion passed unanimously.

Presentation of Slate of Officers for the June Election of Officers by the Nomination Committee:

President Kubiak presented the slate of officers selected by the Nomination Committee. They are: **President – Angela West Blank; Vice President – Jeremiah Tucker; Secretary – Lisa Helmuth.** Moved by Irish, seconded by Clay to approve the slate. The board will vote to elect officers at the June meeting.

Building Feasibility Requests for Proposals Review :

Director Westby reported an excellent response from firms to the RFP announcement. The board has access to the submitted proposals on a password-protected page on the library's website; all members will review the proposals before the June meeting. Westby will upload a criteria worksheet to aid in evaluation; she also suggested inviting Deb Haeffner from SCLS to the June meeting to facilitate an evaluation discussion. The tentative schedule is as follows: the board will create a shortlist of the top 5 or 6 firms at the June meeting; the board will vote to solidify the list in July; and the board will start scheduling interviews for the selected firms in August/September.

The Library Board may convene to Closed Session, per Wisconsin State Statute 19.85(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Moved by West Blank, seconded by Helmuth to convene into closed session.

Moved by Clay, seconded by Soeteber to reconvene into open session.

Proposed revisions to the Gift and Special Fund Policy:

According to the Finance Department with the City of Middleton, no financial activity was on the books for the Dane County Fixed Cost Aid. Request to align policy with practice. Motion by Soeteber, seconded by Irish to strike the following section of the policy: **“The Dane County Fixed Cost Aid fund, designated as 204-4372-00 on the City of Middleton’s Income Statement as maintained by the Finance Director, is where the annual payment from the Dane County Library Service Facility Reimbursement Program is deposited. Any expenditure from this account requires pre-authorization by the Library Board.”** Motion passed unanimously.

Consideration of Library Board position descriptions:

Westby asked whether position descriptions would be helpful to incoming board officers, and the board agreed that these would be helpful. West Blank asked if other libraries have position descriptions and if so, whether the board could view examples. Westby will bring examples to the next meeting, and the board will revisit this.

Consideration of new policies: Advocacy and Sponsorship:

Westby asked whether the board would like to create official policies on advocacy (such as a mission statement), and sponsorship. Advocacy duties for board members could include opportunities such as City Council meetings, library card sign-up at school fairs, and the Good Neighbor Festival, among others. West Blank suggested the board create a policy on corporate sponsorship with institutions, as well. Board members also asked to create an annual schedule of duties and/or tasks. The board will revisit these topics at a future meeting.

Next meeting: June 10, 2014 - 6:30 p.m.

Post-meeting Retiring Board Members Party at Hubbard Ave Diner (pie!)

Adjourn:

Motion by Irish, seconded by West Blank to adjourn at 7:40 pm.

Minutes recorded by: Library Assistant II Rebecca Light and Library Director Pamela K. Westby based upon their notes and are subject to change.