



**Library Board Meeting  
Minutes  
6:30 p.m.  
Tuesday, June 10, 2014  
Archer Rooms**

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

**Board Member Absent:** Soeteber

**Staff Present:** Library Director Westby, LAII Light

**Guests:** Deb Haeffner (SCLS – Building Consultant), Page I Rashika Ramanathan

**President Kubiak called the meeting to order at 6:32pm.**

**Moved by Clay, seconded by Irish to approve the Minutes of the May 2014 meeting. Motion passed unanimously.**

**Moved by Gillman, seconded by Irish to approve the May 2014 Vendor Report. Motion passed unanimously.**

**Election of Officers:** Angela West Blank – President; Jeremiah Tucker – Vice President; and Lisa Helmuth – Secretary. **Moved by Gillman, seconded by Share to accept the 2014-15 slate of officers, as presented by the Nomination Committee at the May 2014 meeting. Motion passed unanimously.**

**2015 Technology Services Agreement with South Central Library System:** Westby presented the 2015 Technology Services Agreement with SCLS. The Agreement includes a new cost formula structure for billing libraries, to better reflect the actuals. As a result, Middleton will likely see a decrease in overall fees. **Moved by Gillman and seconded by Irish to accept the agreement. Motion passed unanimously.**

**Building Feasibility Requests for Proposals Review:** The board discussed the submitted RFPs and narrowed the candidates to 5 firms, which they will invite for interviews at an upcoming date (possibly two days). Haeffner advised that interviews should last approximately 1.5 hrs per firm (45 min presentation, 15 min for questions, and 15 minutes for set-up/take-down). Kubiak suggested that we record the interviews. **Gillman moved to accept the slate of 5 firms, notify them, and let them know we will move forward with an interview date, seconded by Share. Motion passed unanimously.**

**Discussion of Proposed Capital Improvement Project Requests:** Westby reported that the first city department heads' meeting for next year's budget is scheduled this month. She presented a proposed list of needed capital projects for the library, and asked the board to review these for initial discussion. This list includes needs such as replace carpet. The carpet in lower level is peeling and a safety concern. Some carpet tiles are currently secured with duct tape. Other needs include painting, programming storage space, audio/video equipment storage, additional data ports and electrical outlets and interactive wall installations for children for the Archer Rooms, replace roof and install solar panels, update meeting room kitchen for programming and public use including approved ventilation for stove, appliances for laundry (storytime toys, supplies, towels, tablecloths) and dishwasher, self-service checkout and desk, and development of a library store for book sales and merchandise as an additional revenue source. Board members also suggested: remedial measures for discoloration of the outside brick and lower level reconfiguration to access provide access to the Archer Rooms through the lower level public space.

**May Library Board Report was reviewed and discussed.**

**Financial Activity** reports by budget line-item and Balance Sheets for Operating and Special Fund accounts were presented and discussed. The City of Middleton's Finance Committee has set the base funding for 2015 at the lower of the two: 2013 actuals or 2014 budget. That results in a \$44k decrease in City support for the Library. The Committee is asking for detailed descriptions if there are any changes in the request. Share discussed current city projects and their time-frames.

Page I Rashika Ramanathan spoke on behalf of the **Teen Advisory Committee**, who would like to do a fundraising Read-A-Thon and were seeking library board support. The event would work similar to a fundraising race; participants could ask for sponsors to support their reading goals, with raised funds going to support charities. The event idea is still in the development stage. Board members thanked Rashika for her presentation and attendance and agreed that the idea was admirable.

**Next meeting: July 8, 2014 - 6:30 p.m.** Topics will include: Library Board position descriptions and Advocacy, Sponsorship and Corporate Sponsorship policies.

**Moved by Gillman, seconded by Share to adjourn the meeting at 7:45 pm.**

*Minutes are recorded by Rebecca Light based on her notes and are subject to change.*