



**Library Board
Minutes
Tuesday, August 12, 2014
Archer Rooms**

Members gathered at 6:00 p.m. in the main level for a check presentation from Monsanto Fund for Media Maker Lab.

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

Board Member Absent: Helmuth

Staff Present: Library Director Westby, LAII Light

President West Blank called the meeting to order at 6:30 pm in the Archer Rooms on the lower level.

Everyone extended a welcome to Deborah Smith, our newly appointed Library Board of Trustees.

Approval of Minutes of the July 2014 meeting: Moved by Gillman, seconded by Clay to approve the minutes. Motion passed unanimously.

Approval of July 2014 Vendor Report: Moved by Clay, seconded by Irish to approve the vendor report. Motion passed unanimously.

Westby presented the 2015 Operations Budget as discussed at last month's meeting, with the addition of a request for the following: \$10K Electronic Resources for Flipster and Rosetta Stone (statewide media buying pool), and \$262 in Utilities to accommodate an increase in the electricity rate.

Moved by Gillman, seconded by Soeteber, to approve the spreadsheet Westby presented, with the inclusion of the additional lines mentioned. Motion passed unanimously.

2015-18 Capital Improvement Project Requests (action item): Westby provided a previously discussed list of Capital Improvement Project Requests, 2015-2019. The board ranked these projects by priority, creating two tiers.

REVISED 8/13/14 Library Capital Improvement: 2015 - 2019 Project Title	Total Project Cost	Priority
Library Carpet Replacement	130,000	1
Update Staff Entrance to Library	20,000	1
Update Library Archer Rooms	30,000	1
Technology and Media Commons	35,000	2
Self-checkout and modified Circulation Desk	20,000	2
Second tier		
Replace Library Utility Fence	10,000	3
Replace Library Roof with green roof design	250,000	3
Construct Outdoor Learning Space (10K from City and 5K from Katie's Kids)	15,000	3
Initiate Library Store	15,000	3

Moved by Gillman, seconded by Share, to approve the requests as presented above. Motion passed unanimously.

Moved by Gillman, seconded by Irish, to discuss possible changes to the handbook. Westby presented a red-lined portion of the Employee Handbook, detailing modifications to grievance procedures, layoffs, and staff reviews in accordance with Act 10 and revisions to the City Ordinance. **Moved by Gillman, seconded by Irish, to revise the Employee Handbook to reflect the language from Act 10.** Motion passed unanimously.

Westby presented the July Report, noting that while circulation numbers are down, electronic use continues to grow. The 2014 circulation total of all South Central Library System libraries compared to last year at this time is also slightly down. It was noted that the sidewalk paver replacement and road construction in the area may have contributed to in-library use, as well. In addition to the popup media maker space for which the library received the Monsanto grant, there are several large-scale initiatives upcoming in 2015: Read Together Middleton, a series of programming events inspired by the book *To Kill A Mockingbird*, and 1000 Books Before Kindergarten, a book log initiative to build early literacy skills.

The board reviewed a value chart Westby included in the budget submission:

**VALUE OF LIBRARY SERVICES BASED ON STATISTICS &
IN COMPARISON TO SIMILAR NON-PUBLIC SERVICES:**

LIBRARY SERVICES & ACTIVITIES	2013 Actual	AVERAGE COST OF SERVICE (ON THE LOW END)	NON-PUBLIC COMPARABLE SERVICE	2013 VALUE TO RESIDENTS
Annual Circulation	769,485	\$40	PRICE OF BOOKS, AUDIOS, MAGAZINES, NEWSPAPERS, MUSIC & FILMS	\$30,779,400
Interlibrary loans received from other libraries	228,858	\$45	PRICE OF JOURNAL ARTICLES, BOOKS, AUDIOBOOKS, MUSIC & FILMS	\$1,142,925
Overdrive use: eBooks, audio, video	25,086	\$30	PRICE OF DOWNLOADABLE: BOOKS, AUDIO & STREAMING VIDEO	\$752,580
Number of participants at events	20,348	\$10	FEEES FOR CLASSES and ADMISSION TO PROGRAMS & CONCERTS	\$200,348
Annual visitor count	361,994	\$2	USE OF FACILITY SPACE FOR STUDY, MEETINGS & COMMUNITY GATHERING	\$723,988
Public Internet use sessions	107,783	\$5	ACCESS TO INTERNET & SOFTWARE	\$538,915
TOTAL				\$34,138,156

Westby also discussed the Municipal Salary and Classification Survey, a survey the city is currently conducting to compare Middleton's salaried employee salaries with those of other city staff and other municipalities of similar size.

Finally, Westby presented two bids to write the specs for the Request for Proposal for the previously-funded boiler project. Two firms submitted bids to write the specs for the RFP. The lower bid from Angus Young was \$6,500. The board agreed with her recommendation to select this firm.

The board reviewed the evaluation materials for the upcoming interviews of the candidates for Building Feasibility Study, suggesting minor changes. Firms will receive notification of the 10 questions they should address in their 45 minute presentations. Interviews will be held in the Municipal Courtroom at the Middleton Police Department,

and will be recorded for those serving on the selection team and are unable to attend both nights.

The interview schedule is as follows:

Tuesday, September 23

6:15 PM - FEH

8:00 PM - Dimensions IV

Wednesday, September 24

5:00 PM - Uhlein

6:15 PM - Bray

Westby presented draft copies of the Middleton Public Library Advocacy Policy, Corporate Donations Policy, Sponsorship Policy and Procedures, and Public Comment Policy. The board will discuss and vote on the policies at a later date.

First reading of the proposed Library Board officer position descriptions was tabled.

Next meeting: September 9, 2014 - 6:30 p.m.

Moved by Gillman, seconded by Irish to adjourn the meeting at 7:32 p.m.

Minutes are prepared by Rebecca Light, based on her notes, and are subject to change.