



**Library Board Meeting  
Minutes  
6:30 p.m.  
Tuesday, April 14, 2015  
Archer Rooms**

Present: Board Members: Clay, Gillman, Helmuth, Irish, Share, Smith, Soeteber, Tucker, West Blank.

Staff: Westby (Library Director), Light (Library Assistant II), Hartman (Head of Technical Services), Hetzler (Head of Children's Services), Martin (Page I).

Other Attendees: Jim Gersich (Dimension IV), David Reed, Rob Seltzer.

**Call to Order:** 6:35pm

**Public Comments:** None

**Building Feasibility Study with Dimension IV. Facilities Objectives Evaluation Matrix (action item):** Jim Gersich from Dimension IV provided an update on the progress of the Building Feasibility Study. Members of the Dimension IV team have been meeting with library staff to gather space use information related to specific departmental needs. Building Committee members have also met several times to construct a preliminary draft of Strategic Facilities Objectives, which will inform a larger Strategic Facilities Plan. Gersich reviewed the current Strategic Facilities Objectives draft, pointing to the 8 objective categories, and discussing the ranking and weight attributes that the committee assigned to each objective. West Blank pointed out that the current draft culls feedback from the 700+ responses from public and staff listening sessions and surveys. Board members discussed the need to condense and revise some objectives.

Share moved to review and condense the objectives, review objective weighting, and continue to rework the draft based on feedback from the Dimension IV team. Motion seconded by Irish. Motion passed unanimously.

**Recognition of Alder Share's service to the Library Board.** Alder Share has served as the City Council liaison to the Library Board since 2013. The Library Board thanked her for her dedicated service. Board members were invited to join Share in a celebratory slice of pie at Hubbard Ave Diner following the meeting.

**Approval of Minutes of the February 10, 2015 meeting (action item):** Moved by Gillman, seconded by Share, to approve the minutes. Motion passed unanimously.

**Approval of the February & March 2015 Vendor Reports:** Moved by Soeteber, seconded by Share, to approve the Feb. & Mar Vendor Reports. Motion passed unanimously.

**Grant permission for SCLS to request Adjacent County Reimbursements on behalf of Middleton Public Library (action item):** Moved by Gillman, seconded by Smith, to approve the request for reimbursements. Motion passed unanimously.

**Approval of the Owner & Architect Agreement with Dimension IV (action item):** Westby presented a financial update on Special Funds. From these figures, the board designated accounts to fund the feasibility study. Gillman moved to allot \$20,000 from the General Endowment distributions, and the remaining balance from the Gift Fund. Motion seconded by Soeteber. Motion passed unanimously.

**Subcommittee Convene into Closed Session:** The Middleton Public Library may convene into closed session in accordance with Wisconsin State Statutes sections 19.85(1)(c) regarding employee benefits, compensation, and performance evaluation of the library director. Gillman moved to convene into closed session. Gillman moved to convene into open session.

**Report from the Subcommittee – Review of the Library Director’s position description and performance evaluation (possible action items):** All action items related to this evaluation were tabled until the next meeting.

**Consideration to approve hosting a Young Entrepreneurs Event (action item):** Westby referred board members to the description of this event in the Board Report. Board members asked Westby to clarify if staff intend to host a children’s “craft fair” or “entrepreneur event.” Westby will consult with youth services staff to determine how they intend to focus the event. Action tabled.

**Review of Director’s Report for February & March 2015 - Please note the reference to the Report from Spingsted:** Westby noted that the library’s organizational structure does not match the grade assigned Spingsted’s salary survey and classification study and will need to be modified. Westby also noted that the Finance Committee is working with a developer for a future residential development in the city. Committee members inquired about the library’s interest in a potential kiosk prototype in this facility. The board eagerly expressed interest in this. Westby noted the current status of capital improvement projects. She and Library Board President West Blank will draft an update on these projects for the City Council.

**Next meeting:** May 12, 2015 – 6:30pm

**Adjourn (action item):** Moved by Gillman, seconded by Share. Adjourned at 8:45pm.

*Minutes are based upon Light and Westby’s notes, and are subject to change.*