



**Library Board Meeting
Minutes
6:30 p.m.
Tuesday, May 12, 2015
Archer Rooms**

Present:

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

Staff: Westby (Library Director), Light (Library Assistant II)

1. **Call to Order:** 6:40pm
2. **Public Comments:** None
3. **Welcome to new trustee Kathy Olson**
4. **Approval of Minutes of the April 7, 2015 meeting (action item):** Moved by Gillman, seconded by Clay, to approve the minutes. Motion passed unanimously.
5. **Approval of Vendor Report April 2015 (action item):** Moved by Gillman, seconded by Soeteber, to approve the vendor report. Motion passed unanimously.
6. **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. Smith moved to convene into closed session, seconded by Irish. Gillman moved to convene into open session, seconded by Soeteber. Motions passed unanimously.
7. **Report from the Subcommittee – Review of the Library Director’s position description and performance evaluation (possible action items):** Tucker presented a statement from the board commending Westby on her excellent performance. The board noted her leadership in many new projects over the past year, including Community Canvases, Read Together Middleton, and the Media Maker Grant, among others.
8. **Report from President Blank’s Nominating Committee (action item):** West Blank thanked board members for their service during her year as President. Gillman moved to accept the following slate for the upcoming term: Tucker (President), Soeteber (Vice President), Irish (Secretary). The board voted unanimously to accept the slate. Gillman suggested amending the bylaws to allow board members the option to serve 2 years in executive positions. Westby will prepare amended bylaws for the board’s consideration at the next meeting. Board members also discussed developing a handbook for the board that will outline roles and schedules for executive positions. West Blank, Helmuth, and Westby will work on this.

- 9. Consideration to approve Youth Event, as presented (action item):** Westby provided an outline of the Young Entrepreneurs' Event in the monthly report. This will include a lead-up event focused on entrepreneurial skills and a subsequent event for youth to sell their handmade products. Moved by Gillman, seconded by Clay to approve the event. Motion passed unanimously.
- 10. Review of Director's Report April 2015:** Westby noted the busy schedule of the Outreach Librarian, who will be updating the board monthly on her activities. Westby also noted that the board should begin considering the 2016 budget; she'll present additional information at the June meeting. West Blank noted her appreciation for the recent Children's Theater program and Clay noted the success of the Roger's and Hammerstein production.
- 11. Building Feasibility Study Update:** Westby presented the following schedule for upcoming events/deadlines:

Thursday, June 11th 6:30 – 8:30 pm Stacking & Blocking Workshop - City Hall Council Chambers - All staff, library board, the Building Committee and Council members are invited to attend. *This meeting will be posted as a public meeting.*

Tuesday, June 16th 6:30 pm Library Board Meeting – review Stacking & Blocking efforts

Monday, June 22nd 6:30 – 8:30 pm Design Charrette Workshop in the library proper on the main level - the general public is invited to participate

Tuesday, July 14th 6:30 pm Library Board Meeting – review Concept Plans

Wednesday, July 29th time TBD Building Committee meeting (also invited - Management Team and Library board) – review of draft Concept & Budget Report

Tuesday, August 4th draft Concept & Budget Report for the LB members review

Tuesday, August 11th 6:30 pm Library Board meeting – review final draft Concept & Budget Report

Presentation to the Council - Date and Time TBD

Public Hearing - Date and Time TBD

Westby also presented a draft Ambassadors Facilities Plan, pairing board members with staff to lead components of the feasibility study/building process. She asked for follow-up feedback from board members on their tentative assignments.

12. Next meeting: June 16, 2015 – 6:30pm

13. Adjourn: 7:40pm. Moved by Tucker, seconded by Smith. Passed unanimously.

Minutes are based upon Light notes, and are subject to change.