



**Library Board Meeting
Minutes
6:30 p.m.
Tuesday, June 16, 2015
Archer Rooms**

Present:

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

Absent: Irish, Olson

Others Present: David Reed, Dana (practicum student), Jim Gersich and Tina Gordon (Dimension IV)

Staff: Westby (Library Director), Light (Library Assistant II) and Head of Children's Services Svetha Hetzler

1. **Call to Order:** 6:30pm
2. **Public Comments:** None
3. **Report from Dimension IV:** Gersich and Gordon reviewed the Space Needs Assessment and Current Facility Assessment results with the library board. The "blocks" used in the Stacking and Blocking Workshop represented the square footage for projected 20 year growth. Dimension IV staff will present 4 options from the Stacking and Blocking Workshop at the Visual Listening Session. This includes 2 remodeling options and 2 "greenfield" (new facility) options. The option to add an additional interior floor was assessed has been excluded due to the high cost per square foot.

Gersich and Gordon outlined 20+ key points from the Stacking and Blocking Workshop, which are available in PowerPoint slides on the project website. They suggested that next steps could include the elimination of two options to focus on one greenfield (new building) and one remodel option, as well as the branch library option. Board members agreed that both remodel options needed to remain on the table at this point. The group discussed preparations for the upcoming Visual Listening session.

4. **Approval of Minutes of the May 12, 2015 meeting (action item):** Moved by Gillman, seconded by Clay, to approve the minutes. Motion passed unanimously.
5. **Approval of Vendor Report May 2015 (action item):** Moved by Smith, seconded by Soeteber, to approve the vendor report. Motion passed unanimously.
6. **Proposed changes to the Library Board Bylaws (action item):** The board voted to pass the proposed changes in the Library Board Bylaws as outlined in the May library board report from

"Officers shall serve a term of one year from the beginning of the meeting at which they are elected and until their successors are duly elected. Officers shall not serve ~~more than one~~ consecutive ~~term~~ in the same executive board position." to

“Officers shall serve a term of one year from the beginning of the meeting at which they are elected and until their successors are duly elected. Officers shall not serve more than two consecutive terms in the same executive board position.”

Moved by Gillman, seconded by Smith to approve the changes. Motion passed unanimously.

- 7. Re-carpeting Bid Document, HVAC equipment list & Staff Entrance Renovation Projects:** The Re-carpeting bid document was reviewed. The board voted to accept the documents, pending final approval by the City’s Legal Department: moved by Smith, seconded by Clay. Motion passed unanimously. Westby referred the board to the HVAC equipment list and work bid by ADS, with consultation from Dimension IV’s mechanical engineer. Per Westby’s report, “Keeping a possible library expansion in mind, the equipment list was modified; the order was placed.” Modifications to the equipment list is still within the budgeted amount.
- 8. Bid for Staff Entrance Renovation concept:** The staff entrance project is tabled for now due to City Administrator Davis’ and Plan Commission’s request that Public Works do more research regarding a new location for the dumpster enclosure, which will impact the design.
- 9. 2016 Budget Discussion:** Westby presented an initial proposal for 2016 General Operating Items, Capital Improvements, and Operating (staffing) requests. Board members agreed to the 2016 General Operating Items as presented. Board members also shared initial discussion of the Capital Improvements and staffing requests, which will receive further review in the next months.
- 10. Review of Director’s Report May 2015:** Westby shared highlights of her interview with Jill Krantz from the Senior Center, who was very supportive of collaborative opportunities with the library. Krantz noted that seniors continue to prioritize access to books, audiobooks, tech assistance, and meeting spaces for groups of 20. Krantz supported the idea of an on-site social worker at the library. Krantz also suggested a possible partnership between the library and local schools to staff a library coffee and gift shop. She noted that employing local students could build work experience and entrepreneurial skills.
- 11. Policy Reviews (action item):** The board approved revisions to the Appropriate Behavior Policy:

Policy Reviews: Approve revisions to the Appropriate Behavior Policy (action item)

Unattended Children and Minors

- (A) One of the primary missions of the Library is to provide a variety of services for children of all ages. The library encourages visits by ~~young~~-children under the age of eight (8) years old, and it is our desire to make these visits both memorable and enjoyable for the child.
- (B) "Unattended" means that the parent or designated person is not in close proximity to the child. Library staff cannot be expected to assume responsibility for the care of unsupervised children in the library. ~~Parents-Caregivers~~ are responsible for their children's ~~behavior~~ while in the library.
- (C) Therefore, it is the policy of the Library that all children under the age of six-eight (8) years old of age and under must be in the company of a parent/responsible person while in the library. Even if the young person is attending a program, it is required that the parent/responsible person remain in the library throughout the program.
- (D) If it is determined that a child is lost or left unattended, a staff member shall bring the child to the Youth Services staff member (or library staff member in charge) -who will attempt to identify and locate the parent/responsible person. If a parent/responsible person cannot be found, then the child will be remanded to the care of the Middleton Police Department.
- ~~(E) If it is determined that a minor (17 years old and under) is not unaccompanied by an adult at closing time, staff will attempt to locate a parent/responsible person. If a parent/responsible person cannot be found, then the minor will be remanded to the care of the Middleton Police Department.~~
- ~~(F) If it is determined that a minor is not unaccompanied by an adult during regular school hours and is truant, the minor will be informed of this law before officers are called and will have the opportunity to call a parent or guardian for a ride if needed. The Middleton Public Library will work with school and law enforcement officials to uphold Wisconsin State laws on truancy, including Wisconsin State Statutes Section 118.15~~

Moved by Gillman, seconded by Soeteber. Motion passed unanimously.

- 12. **Election of Officers 2015-2016 as presented at the May meeting (action item):** Moved by Gillman, seconded by Clay, to approve the slate of officers: President Jeremiah Tucker, Vice President Soeteber and Secretary Irish. Motion passed unanimously.
- 13. **Design Charrette Workshop – June 22nd, 6:30-8:30pm – in the library proper on the Main Level:** Please promote and attend!
- 14. **Next meeting:** July 14, 2015 – 6:30pm
- 15. **Adjourn (action item):** Smith moved, seconded by Clay. Adjourned 8:05pm.

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