



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

Present:

Board Members: Clay, Helmuth, Olson, Seltzer, Smith, Tucker

Absent: Irish, Soeteber, West Blank

Other Attendees: Tina Gordon & James Worker (Dimension IV), David Reed

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

1. **Call to Order:** 6:35pm
2. **Public Comments:** None
3. **Report from Dimension IV:** Gordon and Worker from Dimension IV presented key points from the Blocking and Stacking Workshop and the Visual Listening Session. Please see their Powerpoint slides, available on the study website, for more details.
 - A. **Collection Analysis:** Dimension IV staff collected data showing the comparison between existing collections, preferred collections, and projected 20-year growth for collections. This data is based on staff analysis and Dane County and Department of Public Instruction recommendations for space allocations. Seltzer and Smith noted the importance of highlighting these growth figures with photos and examples.
 - B. **Blocking and Stacking Workshop:** The Collection Analysis informed this exercise, which used the 20+ year future growth figures. Gordon & Worker presented four facility diagrams based on this exercise: Option B (greenfield site with partial second floor), Option C (renovation/expansion west to parking lot with most collections on 1st floor), Option D (renovation/expansion west to parking lot with three-story addition), and Option E (renovation/expansion on Terrace Ave with new structure connected via tunnel under railroad tracks).
 - C. **Visual Listening Workshop:** Dimension IV staff highlighted public opinions on the four diagram options, as well as sustainability goals and 'likes' and 'dislikes' from the photo exercise. Please see the Dimension IV Powerpoint for more details.
 - D. **Discussion:** Tucker proposed and it was agreed to eliminate Option B and Option C from the final renderings, but include the information as part of the study narrative. The narrative should also reference the Option of a branch location and how that would impact achieving the facility goals.
 - E. **Next Steps:**
 - Wednesday, July 29th 1:30-3:30pm:** Building Committee Meeting - Development of concepts, massing concepts, and initial review of report
 - Tuesday, August 4th:** Release of draft of Building Feasibility Study and Space Needs Assessment Report.
 - Tuesday, August 11th 6:30pm Library Board Meeting:** Presentation of final report.
 - Presentation at City Council Meeting:** September or October 2015

4. **Facility Objectives integrated as Strategic Plans 2015-2018 (action item):** Westby integrated the previously approved Facilities Objectives (50 items) into the current Long Range Plans. She asked the board to review this as a possible new Strategic Plan. Action deferred until the next meeting for time to review.
5. **Review Building Feasibility Community Taskforce:** Tabled.
6. **Approval of Minutes of the June 16, 2015 meeting (action item):** Moved by Smith, seconded by Clay. Motion passed unanimously.
7. **Approval of Vendor Report June 2015 (action item):** Moved by Smith, seconded by Clay. Motion passed unanimously.
8. **2016 Budget Discussion: Operating Budget, Capital Improvement Projects, Salary Classification:** Westby distributed several worksheets detailing operating and staff projections for 2016. The board will review these in preparation for discussion at the next meeting.
9. **Review of Library Board Report June 2015:** Seltzer complimented the report, and suggested distributing the monthly reports to a wider audience.
10. **Personnel Committee Recommendations: Update Director's Position & Goals 2015-16 (action item):** Tucker noted that he and West Blank met with Westby to review her goals and position description, with updates as presented. Smith moved to approve the position and goals as presented. Seconded by Helmuth. Motion passed unanimously.
11. **Next meeting:** August 11, 2015 – 6:30pm.
12. **Adjourn (action item):** Moved by Helmuth. 8:45pm.

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