



**Library Board Meeting
Minutes
6:30 p.m.
Tuesday, August 11, 2015
Archer Rooms**

Board Members Present: Clay, Irish, Olson, Seltzer, Soeteber, Smith, Tucker, West Blank

Board Members Absent: Helmuth

Public Present: David Reed, Joan Gillman, and Tina Gordon and Jim Gersich (both of Dimension IV)

Staff Present: Westby, Light

Call to Order: 6:35pm.

Public Comments: none.

Report from Dimension IV (possible action item): Gordon and Gersich provided a summary of the first draft of the Building Feasibility Study. This led to discussion and questions from board members regarding the direction of the study. Tucker asked that board members review the first draft and provide comments to Westby in the next two weeks.

Strategic Plans 2015-2018 (action item): Westby incorporated objectives from the Strategic Facility Plan, completed as part of the Building Feasibility Study, into the current Strategic Plan, as well as 2016 budget materials. West Blank moved to approve these objectives, as outlined in the June packet. Seltzer seconded. Motion passed unanimously.

Approval of Minutes of the July 14, 2015 meeting (action item): Smith moved; Clay seconded. Motion passed unanimously.

Approval of Vendor Report July 2015 (action item): Westby discussed additions (projector added for computer lab, addition of Dane Co. Operating Reimbursement). West Blank moved to approve, Smith seconded.

2016 Budget Proposal (action item): Budget proposals are due on August 13th. Discussion ensued. Soeteber moved to approve the budget documents as presented, with the addition of 10K Media Maker instructional funding. Irish seconded. Motion passed unanimously.

Re-carpeting Bid Award - (action item): The Pre-bid meeting is scheduled for Thursday, August 13th at 1pm. The bid opening is scheduled for Aug 20th at 4pm. Tina Gordon will advise on the evaluation and vendor selection. Motion by Irish, second by Olson, to allow Westby, Gordon, and the Executive Committee to award the bid.

Library Impact Fee Study (possible action item): The board reviewed a Library Impact Fee Study created in 2010 by an intern for the City of Middleton and presented to the Council in 2011, but no action was taken at that time. [A library impact fee is a property tax assessment placed on a house or housing development while it is being built and can only be used for library capital improvements. The theory

behind impact fees is that new residents impose an impact on the library that should be borne by the new resident rather than current residents. The cost of the impact fee is usually rolled into the purchase price of a newly built home or housing development.] The City of Middleton currently has impact fees to support law enforcement, EMS, and the fire department. The board recommended investigating this further – no motion necessary at this time.

Library Board Report July 2015: Westby reports that it was a very busy month. She praised staff for their extra effort to cover tasks in light of Svetha's departure. Seltzer suggested that it would be interesting to have one staff member visit the board meeting every month or so to talk about their role and recent projects.

Next meeting: September 8, 2015 - 6:30 p.m.

Adjourn (action item): Olson moved to adjourn, seconded by Seltzer. Adjourned 8:17pm.

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