



**Library Board Meeting  
Minutes  
6:30 p.m.  
Tuesday, Sept 8, 2015  
Archer Rooms**

**Board Members Present: Irish, Olson, Seltzer, Soeteber, Smith, Tucker, West Blank**  
**Board Members Absent: Clay, Helmuth**  
**Staff Present: Westby, Light**

1. **Call to Order:** 6:30pm.
2. **Public Comments:** none.
3. **Approval of Minutes of the August 11, 2015 meeting (action item):** Moved by Smith, seconded by West Blank. Motion passed unanimously.
4. **Approval of Vendor Report August 2015:** Moved by West Blank, seconded by Seltzer. Motion passed unanimously.
5. **2016 Closings (action item):** 2016 library closings will align with City of Middleton closings, with the possible addition of one additional day for staff in-service, and one day for recarpeting. Moved to accept by Soeteber, seconded by Irish. Motion passed unanimously.
6. **Building Feasibility Study and Library Impact Fee Study:** Board members reviewed the Executive Summary first draft and provided feedback. Tucker will compile these notes for Westby to forward to Dimension IV. The board recommended contacting Deb Haeffner about the discussion as well.
7. **Library Board Work Groups:** Westby presented a draft of the Middleton Public Library: Ambassadors for Facilities Plan: 2015-2035. Each ambassador workgroup, consisting of at least 3 members (library board member, staff member, and community member), will support larger goals related to fields such as Building Design, Grants and Giving, and Municipal Relations. Board members should initiate contact with staff and community partners to begin work. Seltzer suggested developing an on-going partnership between board members and council members to aid lines of communication.
8. **Staff Entrance Renovation Update:** Estimates put this project above the \$20k total allotment: the current recommendation is to build new steps and a ramp (approx. \$25k projected) and install a door operator (approx. \$10k firm estimate). Westby asked how the board would like to proceed. The board agreed to go ahead with the door operator project as soon as possible, and review a firm estimate for the steps/ramp at the next meeting.
9. **Library Board Report August 2015: recarpeting and WLA Conference in Middleton:** Westby shared samples of the selected carpet tiles from Nonn's Flooring. Staff are looking forward to the upcoming Wisconsin Library Association conference, which will be held in Middleton this year. The library will host an open house on Wednesday, November 4<sup>th</sup> from 7-8pm. Volunteers for help with the event are needed.

**10. Next meeting:** October 13, 2015 - 6:30 p.m.

**11. Adjourn (action item):** Adjourned 7:50pm.

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