



**Library Board Meeting
Minutes
6:30 p.m.
Tuesday, October 13, 2015
Archer Rooms**

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

Board Members Absent: Irish

Staff Present: Westby, Light

1. **Call to Order:** 6:32pm.
2. **Public Comments:** none.
3. **Approval of Minutes of the September 8, 2015 meeting (action item):** Moved by Soeteber, seconded by Smith. Motion passed unanimously.
4. **Approval of Vendor Report September 2015:** Moved by Smith, seconded by West Blank. Motion passed unanimously.
5. **2016 Budget:** Westby reports that the city council is still deliberating over the 2016. The library's operations budget and capital projects (roof replacement, second portion of the recarpeting project) are in the published budget. Library personnel decision items are not in.
6. **Building Feasibility Study:** Board members have received final draft copies of the Building Feasibility Study from Dimension IV. Members should email their feedback and edits to Light in the next week. Members discussed the February presentation of the study for the city council and subsequent presentations for members of the public. Questions arose regarding the library's place in the City Comprehensive Plan, currently under revision. Westby and Tucker will ask the Planning Committee whether it would be appropriate to meet about this. Westby will also clarify some questions about a possible Library Impact Fee with the city administrator and city attorney. Westby asked the board to consider a push to build the endowment, by using the 2016 distribution for marketing.
7. **Library Board Work Groups:** Previously, 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. At this time, the board agreed to suspend activity in these groups until a later stage of the building study project.
8. **90th Anniversary Celebration:** 2017(end of 2016) will mark the library's 90th anniversary. Westby suggested that the board consider marketing initiatives in 2016 to raise awareness of the anniversary, and to potentially kick off a capital campaign. Board members supported these ideas: Olson noted an opportunity for collaboration with the Chamber of Commerce, Smith recommended partnerships with local businesses.

- 9. Library Board Report September 2015: 2015 WLA Conference in Middleton, Nov 4, 5, 6:** Westby noted a busy month updating facilities: the first portion of the main level recarpeting project is underway, and additional work has been completed on the back door project (door ordered, electrician contacted, architectural engineer is designing the ramp – project currently on budget). Westby reminded the board of the upcoming Wisconsin Library Association conference in Middleton. The library will host a meet & greet event on Wednesday, Nov 4th. Board members are encouraged to participate. Seltzer applauded Westby for her upcoming role as WLA President in 2016.
- 10. Next meeting:** November 10, 2015 - 6:30 p.m.
- 11. Adjourn (action item):** West Blank move to adjourn, seconded by Seltzer. Adjourned 8pm.

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