



**Library Board Meeting
Minutes
6:30 p.m.
Tuesday, November 10, 2015
Archer Rooms**

Board Members Present: Clay, Helmuth, Olson, Seltzer, Soeteber, Tucker, West Blank
Board Members Absent: Irish, Smith
Staff Present: Westby, Light, Ramsey (Head of Adult Services)

1. **Call to Order:** 6:34pm.
2. **Public Comments:** Ramsey spoke in support of the library's personnel request to reclassify two library assistant II positions to LA III, noting that these positions were not included in the city's salary classification study earlier this year. Both employees have duties that are considered above their LA II classification. Ramsey noted the priority of this reclassification, as well as full-time Outreach Services, in the library's personnel requests. He urged board members to speak at the public hearing portion of the upcoming city council meeting.
3. **Approval of quote for construction of a ramp to the library staff entrance (action item):** Mike Leiferman, structural engineer, recommended an addendum to the staff entry project to include excavating the sidewalk north of the bookdrop. An addendum to the original design will be released to contractors who expressed an interest in the original project. Action tabled.
4. **Approval of Minutes of the October 13, 2015 meeting (action item):** Moved by Clay, seconded by West Blank. Motion passed unanimously.
5. **Approval of Vendor Report October 2015:** Moved by Clay, seconded by West Blank. Motion passed unanimously.
6. **Approval of revision to the Library Employee Handbook (action item):** Westby presented a copy of the city's "Payroll/Benefits Policy – Less than 100% time." This details benefits, vacation/sick/holiday pay, entering time worked, and longevity pay for employees who work less than 30 hours. Helmuth moved to add the city's Payroll/Benefits Policy to the library employee handbook, while recognizing grandfathered staff under the current policy. Motion seconded by Soeteber. Motion passed unanimously.
7. **Authorize addendums to recarpeting contract (action item):** Nonn's Flooring submitted two addendums to complete the recarpeting of the library lower level and main level staff work room for a total cost of \$64,010. Moved by West Blank, seconded by Soeteber, to approve the addendums contingent upon the common council's approval of the second half of the recarpeting project for 2016 (\$65,000). Motion passed unanimously.
8. **2016 Budget – Public Hearing scheduled for November 12th:** Westby noted that West Blank, Seltzer, and Smith plan to attend the November 12th city council meeting.

9. **Building Feasibility Study:** Westby thanked those who provided feedback on the building feasibility study draft. She and Light will coalesce this feedback for the Dimension IV staff.
10. **Katie's Kids (possible action item):** Westby reported that she, Light, and Seltzer met with a member of the Catherine Tanner family regarding the use and intent of the fund. There was clarification from the Tanner family that funds should not be used for staff salaries. Westby requested that the board accept this request from Catherine Tanner's family to use Katie's Kids funding, while excluding staffing salaries, to "enhance services to children in the community and foster the love of reading through events, programs, classes, library furniture and access to online learning programs." Moved by Olson, seconded by Soeteber. Motion passed unanimously.
11. **Endowment campaign:** Middleton is the only public library in Dane County that has not applied for and received a Madison Community Foundation endowment development grant. First step is to submit a letter of intent. Westby will continue to pursue with the board's support.
12. **Next meeting:** December 8, 2015 - 6:30 p.m.
13. **Adjourn (action item):** Seltzer move to adjourn, seconded by West Blank. Adjourned 7:55 pm.

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