



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

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

1. **Call to Order:** 6:36 pm.
2. **Public Comments:** none.
3. **Approval of quote for construction of a ramp to the library staff entrance (action item):** The new quote to complete the staff entrance project is considerably higher than the budget, due to additional discovered work. At this time, we are not able to complete the stair handrail replacement, ramp installation, and RFID card access door with the remaining of the \$20,000 allocated funds. However, the board discussed that the safety issue, the stair handrails, can be completed with remaining funds. Seltzer moved to go ahead with installing the safety improvements (steel handrails at stairs) and to upgrade the door for RFID card access and to inform the city council of the new quote for the remaining related projects. Motion seconded by Irish. Motion passed unanimously.
4. **Approval of Minutes of the November 10, 2015 meeting (action item):** Olson pointed out that Mike Leiferman's title should be "structural engineer," not "architect." Moved by West Blank to approve the minutes with this revision, seconded by Seltzer. Motion passed unanimously.
5. **Approval of Vendor Report November 2015 (action item):** Moved by Clay, seconded by Irish. Motion passed unanimously. Also to note: Westby will add Special Funds to her monthly Financial Report. Tucker will sign Westby's reimbursements (e.g., mileage) at the board meetings.
6. **Approval of 2016 Budget (action item):**
 - A. Board members reviewed the Financial Report. Seltzer encouraged library staff to spend all 2015 allocated funds before the end of the year.
 - B. Tucker recommended that Westby contacting the Finance Department to point out that the City's 2016 disbursement to the library currently does not include COLA increases, as approved by Council.
 - C. Olson asked if board members would like to learn more about how the tax levy works. Common Council President Susan West invited library board members to an informational presentation with the Committee of the Whole. Board members expressed interest, which Olson will relay to the Council.
 - D. Seltzer moved to "approve the 2016 budget with the addition of the cost of living adjustments." Motion seconded by West Blank. Motion passed unanimously.

7. **Building Committee Report (action item):** Seltzer reported that there was a productive meeting earlier in the day with the Building Committee. Pamela recently sent an e-mail to the council explaining that we are being measured in our approach to the project. The committee appointed Soeteber as a representative to talk to some stakeholders about current concerns. The library board would like the Common Council to agree that we can continue to move forward in a measured fashion.
8. **President Tucker to appoint Endowment Development Taskforce (action item):** Tabled.
9. **Impact Fees:** Moved by West Blank, seconded by Irish, to add Impact Fees to the agenda for discussion. Board members discussed the need for clarification on when and how impact fees can be used. This information is critical to our planning for a potential capital campaign. Westby and Olson will work together to clarify these issues for the next meeting.
10. **Library Board Report November 2015:** Westby pointed out the dramatic increase in PC use hours: 10,430 hours in Oct 2015 compared to 2,364 hours in Oct 2014! This points to the impact of adding new technology and technology-related programming. Westby also reports that the closed date for lower level recarpeting / staff in-service is forthcoming.
11. **Next meeting:** January 12, 2015 – 6:30 pm (Friends board members invited.)
12. **Adjourn (action item):** Moved by West Blank, seconded by Irish. 8:15 pm.

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