



Special Library Board Meeting
Thursday, February 25, 2016
Archer Rooms (Originally
scheduled in the Mack
Reading Room)

The meeting was called to order at 6:30 pm.

Those present included Library Director Westby
Board members: Tucker, West-Blank, Soeteber, Clay, Seltzer, and Irish.
Absent: Helmuth and Olson. One vacant seat on the Board yet to be filled.

1. Public Comments

Brendan Faherty and Patrick Williams, employees of the Middleton Public Library were introduced to the board members. Faherty is the head of circulation services and Williams is the head of information technology and a liason of the Friends of the Library. Both reported that staff morale was good after the stress of rug replacement and emergency roof repair. The staff have been buoyed by the public's response to the competent handling of the unusual circumstances.

Joan Gilman was present as a member of the public.

2. Library Director takes a new position:

President Tucker read aloud the letter of resignation from library director, Pamela Westby. Her last day of employment will be March 12, 2016 but she will be available for assistance until a new director is hired. A motion to accept the resignation was made by West-Blank and seconded by Clay. The vote was unanimous.

(The Board then went into closed session to discuss the appointment of acting director.) [Should this be removed from the minutes?] Former board member Gilman was invited to remain at the meeting.

Appointment of Acting Director (action item):

The recommendation from the director was made that current employees Brendan Faherty and Patrick Williams be appointed as interim acting directors with a 10% salary increase to be split evenly between the two. Westby's recommendation is based on the recognition that the job is too much for one person to assume. Faherty acts currently as the motivational, team director and Williams has the history of working at the Middleton Library for (16?) years. This will also provide the staff with options for interacting and relating with one or the other. A discussion followed that suggested the idea of having only one main contact (Faherty) with the title of Interim Director and one (Williams) with the title of Associate Interim Director. The motion was made by Soeteber and seconded by West-Blank to reflect and support this discussion with the 10% salary raise divided equally between the Interim Director and the Associate Interim Director. The motion was passed with a unanimous vote.

Next Steps: Discussion of various sources of the course of action to follow to pursue for the hiring of a new Library Director to replace outgoing Director Westby. President Tucker explained that the Wisconsin Public Library board has specific suggestions for recruiting library directors. Westby described the process of recruitment that she experienced in her new position. The board discussed and proposed a course of action.

(1) The job will be posted on the Middleton Library website, the WLA website, Wisconsin jobs website, and Minnesota jobs website. (I also have a note about a "Neo Gov" posting which I am not sure I understand).

(2) A Search and Screen subcommittee will be formed with the membership as follows:

- a. Two Middleton Library Board members: tentative members will be Tucker and Seltzer
- b. Two Middleton City Council members. President Tucker will request that the president of the council appoint these members.
- c. Two citizens: At least one of these to be requested from the Friends of the Middleton Library. Gilman as member of the Friends will reach out to this group.
- d. One member from the South Central Library staff. Shawn Brommer was recommended for this appointment.
- e. The library staff will be encouraged to reach out to the interim management team with their input about the qualifications for the selection. Suggestion that West-Blank will conduct one on ones with the staff.

The board was informed that an applicant for the vacant board position has been sent to the Mayor for acceptance.

(3) The Search and Screen Committee will narrow down the field of applicants and make recommendations to the entire Board concerning applicants for interviews.

The position will be advertised for 6 weeks from the original posting. The salary will be decided at the next Board Meeting. The Board has the authority to set the salary. There was also discussion of establishing a new position for Rebecca Light, a current employee of the Middleton Library. Director Westby will do a cost analysis concerning the salary for this new position.

Director Westby will work on a job description of the director's job, do a draft of the text for the job position, make a list of the places where this will be posted, and draw up some screening questions to be presented to the Search and Screen Committee.

3. Space Needs and Building Study Report (action item)

West-Blank made a motion to release the Feasibility Study to the Common Council in the form of a printed paper copy for each member of the council. Seltzer seconded.

Discussion followed:

City administrator, Mike Davis, has requested that the report be released to the City Council prior to the presentation to the council, scheduled for April 26 at 5:30 pm. The report will be sent tomorrow. There was a discussion about release of the report to the

general public via the website. West-Bland suggested that a “grass tops” list be drawn up to encourage public representation at the April 26 Council meeting. Need to establish a timeline concerning the release. The architects will be invited to attend also. The presenter for the library will be resolved by the Building Committee, perhaps a group of 2 or 3 people.

The motion passed unanimously.

A motion was made for adjournment by West-Blank and seconded by Seltzer. The motion passed unanimously and the meeting was adjourned at (8:20 pm...I think).

Respectively submitted,
Anne Irish, Secretary