



**Library Board Meeting Minutes
July 12, 2016
6:30 pm
Leonard Archer Room**

Present: Helmuth, Irish, Olson, Reed, Seltzer, Soeteber, Zellers

Absent: Tinglum, Tucker

Staff: Amanda B., Faherty, Light

1. **Call to Order:** 6:32 pm
2. **Public Comments:** none
3. **Introduction of new Board Trustees: David Reed and Cindy Zellers** – Zellers is retired from the Wisconsin Department of Transportation, where she held positions as Director of Human Resources and Director of Finance. In retirement, she previously worked at the library in the Circulation Department. Reed retired to Middleton 8 years ago, following a career in architecture and planning, which brought him to libraries around the world. His wife is also a librarian. Reed has been on the Friends of the Library Board for many years, as well as the Building Committee. He will continue to serve on the Friends Board while on the Library Board, acting as a liaison between the two.
4. **Change Board Meeting start time to 6:00 pm (discussion/possible action item):** Irish moved that we change the meeting time from 6:30 to 6 pm. Seltzer seconded. The board discussed possible alternatives to the current meeting time. Zellers asked that the board try the 6pm meeting time for a few sessions and then reassess. Vote: “Yes”: all, except Olson “No.”
5. **Demonstration of Lynda.com:** Amanda B. showcased the library’s new database subscription to Lynda.com, which provides a wide selection of technology tutorials, and has been popular with patrons.

(Exit Olson & Zellers 6:55pm)
6. **Approval of Minutes of the June 14, 2016 meeting (action item):** Moved by Soeteber, seconded by Irish. Motion passed unanimously.
7. **Approval of Vendor Report June 2016 (action item):** Moved by Soeteber, seconded by Irish. Motion passed unanimously.
8. **During the course of the meeting, the Library Board will convene into closed session in accordance with section 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.** The Acting Director will provide the Board with an update on an on-going personnel/unemployment matter. Soeteber moved into closed session, Reed seconded.

9. **Reconvene into Open Session:** Soeteber moved, Reed seconded.

10. **(Acting) Director's Update / Library Board Report Review**

- **Scheduled Roof Repairs, 6/13-6/17 COMPLETE:** went smoothly, completed in about 3 days.
- **MCF Endowment Fund Reimbursement:** The yearly distribution will arrive at the end of July. Faherty would like the board to consider uses for this (approx. \$9-10k) Faherty: use for CollectionHQ database? Pre-pay third year? Update Teen Space with additional computers? Seltzer would like to see possibilities in writing for the board to review at the next meeting.
- **Meredith Russo author visit:** Russo is a transgender author from Tennessee who has written a popular YA novel about a transgender teen. Van Dan is working with the high school to bring Russo here in the fall for a program, possibly to be held at the PAC. Reed: Is there a way the Friends could co-sponsor this as a membership-building tool? Helmuth: advocates for post-session discussions/activities with the schools.
- **Staffing changes – immediate needs, 2017 needs:** Jason Boak is moving to Colorado, Jenny Carr will be moving into his position (no formal hiring process necessary since this is an existing position). Faherty presented options for filling JC's position (see handout): 1. Replace as-is 2. Replace with two 50% LA I positions (no vacation or sick) 3. Replace with two LA I positions at 60% (includes pro-rated vac/sick). Hartman and Ramsey recommend Option 3. Board members state support for Option 3. Faherty will research next steps.

11. **2017 Budget Discussion:** Operating Budget, Personnel costs/decision items: Faherty noted the updated budget sheets, which reflect discussion above in Adult Services. This also adds a 60% Children's Librarian (replacing duties lost by making Perry a full-time Outreach Librarian), move JC from LAIII to Librarian I. These personnel recommendations are informational at this point. Seltzer: board will vote on these at the next meeting.

12. **Reed – question:** What is the next step for the Building Committee? Seltzer will contact Tucker to request an update on his communications with the Planning Committee, and will follow-up with the Building Committee.

13. **Next Meeting:** August 9, 2016 – 6:00 pm

14. **Adjourn (action item):** 7:32pm. Soeteber, Helmuth