



**Library Board Meeting Minutes  
September 13, 2016  
6:00 pm  
Leonard Archer Room**

Board Present: Irish, Olson, Reed, Soeteber, Tinglum, Tucker, Zellers

Board Absent: Helmuth, Seltzer

Staff Present: Light, Ramsey, Sansing

1. **Call to Order:** 6:00 pm
2. **Public Comments:** None.
3. **Approval of Minutes of the August, 2016 meeting (action item):** Moved by Tinglum, seconded by Irish. Motion passed unanimously.
4. **Approval of Vendor Report August 2016 (action item):** Moved by Irish, seconded by Tinglum. Discussion: Sansing referred board members to the Financial Report: Revenues & Expenses for year-to-date figures. Reed suggested adding an additional column to show YTD as a percentage of the budget. After a discussion about recent donations and donor recognition, Tucker requested adding a discussion about creating a donor recognition structure to a future agenda. Approval of the Vendor Report passed unanimously.
5. **Old Business**
  - Madison Community Foundation Fund Reimbursement ideas (discussion/action item)**
    - a. **Request for \$500 for Music and Memory – Jim Ramsey:** Ramsey described the history of the Music & Memory program: Wisconsin is the first state to adopt Music & Memory in all long-term care facilities, and Middleton is the first community in Dane County to become “Dementia-Friendly.” The Music & Memory program at the library provides iPods to people with dementia; staff meet with participants one-on-one to determine a personally meaningful playlist. Ramsey played a film clip from the documentary *Alive Inside* to demonstrate the benefits of music therapy for dementia patients. Money requested from the endowment for this project would be used to purchase songs on iTunes. Eventual goal to involve volunteers in this – teens at Clark St. and MHS? Teens interested in healthcare careers? Soeteber made a motion to approve \$500 for Music & Memory, seconded by Zellers. Reed requested that Ramsey return in about 6 months to provide an update on the program. Motion passed unanimously.
    - b. **Teen Area:** Sansing noted that RVD drew up a diagram of new ideas for the teen space, including additional computers. Sansing asked that the board align this revamp project with the Building Committee’s vision to address library space needs. Reed agreed that the Building Committee needs to sequence goals and create a timeline for building improvements over the next ten years. The board discussed the need to increase teen computers as a first priority to meet the active and interactional learning style of teens. Tinglum made a motion to spend remaining funds from the

2016 endowment distribution (\$9285.75 minus \$500 for Music & Memory = \$8,785.75) on teen area revamp. Irish seconded. Motion passed unanimously.

**6. New Business**

- a. **Building Committee (discussion item):** Tucker summarized the current discussion about future library planning after the Space Needs Study and the Building Committee's presentation to the Common Council: the Committee needs to determine in which direction to move, and how. Current considerations include constructing a long-term timeline for a new library building, determining what can be done in the interim and prioritizing these needs, and solidifying the library's place in downtown planning. Tucker asked that the Building Committee make a recommendation for next steps in forming a committee and/or partnership with city officials to set goals for the future of the downtown and the library's place in it. Sansing pointed out that many city departments may have similar space needs and we could be working together to solve our shared issues. Soeteber noted that we should also consider how large-scale donations may change the timeline and discussion. Tucker will email Seltzer, Building Committee Chair, to summarize the discussion and plan for the next meeting of the Building Committee.
  
- b. **Goals and Expectations of new Director and Board:** Sansing presented "The Governance Model" from a recent webinar about the role of the library director and board. Sansing is currently task-oriented (meeting people, communicating between departments, getting director certification). She would like to meet with the Personnel Committee to set solid performance goals by December, and eventually would like to do 360 reviews with the Management Team.  
- **Personnel Committee and Director Performance/Goals (discussion):** Tucker will appoint two board members to serve with him on this committee.

**7. Director's Update / Library Board Report Review:** Sansing notes that visitor and meeting room attendance are up from last year. August was a huge month for outreach – Good Neighbor Fest, United Way Day of Caring, back to school events. Staff appreciation ideas: Sansing will bring this up at tomorrow's Area Leaders Meeting and report back from ideas / requests.

**8. Library Trends:** Sansing showed an article from a recent *American Libraries* design issue featuring an Indonesian library constructed from recycled ice cream containers. Her takeaway: expand your thinking about design possibilities. She also noted a project called *Outside the Lines: Libraries Re-introduced*, which encourages librarians to get outside of the building and "surprise and delight" people in ways they don't expect. Examples: coffee and outreach at a busy transportation stop, library coasters in bars.

**9. Next Meeting:** October 11, 2016 – 6:00 pm

**10. Adjourn (action item):** Olson moved to adjourn, seconded by Reed. 7:45 pm.

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