



**Library Board Meeting Minutes
October 11, 2016
6:00 pm
Leonard Archer Room**

Board Members Present: Helmuth, Irish, Olson, Reed, Seltzer, Soeteber, Tucker, Zellers

Board Members Absent: Tinglum

Staff Present: Light, Sansing

1. **Call to Order:** 6 pm
2. **Public Comments:** None
3. **Approval of Minutes of the September, 2016 meeting (action item):** Moved by Seltzer, seconded by Soeteber. Motion passed unanimously.
4. **Approval of Vendor Report August 2016 (action item):** Moved by Zellers, seconded by Reed. Motion passed unanimously.
5. **Old Business (discussion):**
 - a. **Teen Area update:** Sansing reported that staff are moving forward with the teen area remodel. This will include a long table for computers, rather than individual desks, to encourage groups and use of personal devices. Staff sold a few surplus items from YA areas to other libraries in the system. Sansing recommended that we set a policy / procedure for these types of sales in the future. For example, could we donate to other city departments as well? Patrick is ordering and building new computers for the teen area. We have obtained info on sound panels, but we'll wait until the new space is in use to see if there are needed. There was support for the idea of putting some collections on wheels with locking casters.
 - b. **Personnel Committee and Director Performance/Goals:** Seltzer, Zellers, and Tucker will serve on the Personnel Committee. Tucker went through the process for the last director evaluation with the committee members. Sansing will send her yearly goal suggestions to the committee for review, as well as any changes to the job description.
 - c. **Building Committee:** Seltzer reported that a follow-up meeting is pending. There are two main goals: relationship building with city council, and setting space need goals for the near-future. Zellers would like to review the history of the Building Committee since she is new to the board – Sansing suggested meeting in her office to review some materials related to this. Seltzer will join them.
6. **New Business (action):**
 - a. **2017 Holiday Library Closures schedule:** Sansing presented a closure schedule that is consistent with 2017 city holidays. The library's Sunday closure schedule is consistent with past years. Olson moved to approve the 2017 Holiday Library Closures as presented, Seltzer seconded. Motion passed unanimously.
 - b. **2017 Library Board meeting schedule:** Sansing showed this schedule and will email an additional copy to board members. She also proposed re-scheduling next month's board meeting to 11/15 (3rd Tuesday), to avoid the Election Day conflict.

Olson noted that she will be absent on 11/15. Irish moved to approve next year's board meeting schedule, as well as the change from 11/8 to 11/15 for next month's meeting. Zellers seconded. Motion passed unanimously.

- c. **2017 In-service days – discuss and action next meeting:** Sansing would like to select two staff in-service dates in 2017 – possibly one in late spring and one in late fall. She will follow-up with dates. She noted that one kind of staff appreciation could be a special function during staff-in-services – ideas are welcome.
 - d. **Formation of Development Committee:** Sansing would like to develop a committee of staff, board members, and citizens to work on policies and materials for library fundraising. This committee may work on a specific fundraising campaign, or fundraising in general. Sansing, Light, and Gillman are attending a library fundraising workshop on 10/13. The idea for this committee is informational at this point – Sansing will follow-up with member names for discussion at a later time.
 - e. **WLA 2016 Conference Milwaukee:** Wisconsin's state library conference is coming up on October 25-28th. Several staff members are attending. Seltzer is attending Trustee Day (10/27). Westby is president of WLA this year. We are looking forward to this conference, and will have reports to share.
 - f. **Resolution 233. Amending Dane County Standards for Public Libraries:** Sansing explained a resolution to the Dane County Standards for Public Libraries formula, which now takes use of e-materials into account, and changes a minimum requirement for periodicals (mostly affecting smaller libraries). Middleton has the option to sign in support of this resolution. Reed made a motion to sign, Helmuth seconded. Motion passed unanimously. Tucker will sign on behalf of the board.
7. **Director's Update / Library Board Report Review:** Sansing discussed the national trend of decreasing physical item circulation coupled with the rise of e-book checkouts. We may want to revamp our reporting structure to better reflect this data. Other considerations: dismantle large circulation desk and add additional self-checks. Sansing has been meeting with city department heads to start discussions about possible collaborations. Ideas so far include using the library as a venue for tourism activities, partnership with the Senior Center to deliver books with Meals On Wheels (Seltzer suggested campaign title: "Food For Thought") Sansing wants to look at the possibilities for inter-departmental programming at various times of day – when are people currently using which city facilities?

Sansing went to the two-day New Public Library Director Boot Camp this month. She noted that other libraries are looking to Middleton as a leader and as an example – fine free, outreach, etc. We can continue to be an example with the type of partnerships she's discussing. Seltzer supported this, saying that this is exactly the right direction for the library. Sansing will continue to go to planning and department head meetings to facilitate these discussions. She noted that Amy Perry has really made the library visible outside of the building – she's paved the way!

Sansing would like to develop a Google Drive account for shared board documents. She would also like to provide a list of events that board and friends members can attend for advocacy and outreach efforts. *Note: please provide library board documents in PDF format.

8. **Next Meeting:** November 15, 2016 – 6:00 pm
*Please note this is a moved date – 3rd Tuesday.
9. **Adjourn (action item):** Moved by Helmuth, seconded by Reed. 7 pm

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