



**Library Board Meeting Minutes  
March 14<sup>th</sup>, 2017**

**6:00 pm  
Mack Room**

Trustees: Olson, Reed, Ward-Reichard, Seltzer, Tucker

Absent: Helmuth, Irish, Zellers

Staff: Light, Sansing

**Call to Order:** 6:04 pm

1. **Public Comments:** none
2. **Approval of Minutes of the February Board meeting (action item):** Moved by Soeteber, seconded by Reed. Motion passed unanimously.
3. **Approval of the February Vendor Report (action item):** Moved by Seltzer, seconded by Olson. Motion passed unanimously.
4. **Committee Updates**
  - a. **Personnel:** Tucker reported that there were no additional updates to Sansing's goals. Her formal review will take place in June. Sansing will review the staff appraisal schedule and process for staff review and goal setting before her formal review in June.
  - b. **Building:** Sansing update: Deb H. met with Sansing and Light to review color/swatch choices for projects throughout the building. Staff will also weigh in on Staff Development Day. Bid packages are forthcoming. Committee will help us match costs to possible funding sources. Funding options: 2016 carryover in city's undesignated funds, Friends requests, capital requests, and fundraising requests.
  - c. **Development (discussion/action):**
    - i. Recommendation from Committee to form a 501(c)(3) Foundation through the Madison Community Foundation: DC met and made this recommendation. Current library support sources include: Friends (programming), Library Endowment held by MCF, Katie's Kids family memorial, general gift account held by the City. JS will learn more about SCLS Foundation as well as Madison

Community Foundation for this holding. Tucker moved to accept this recommendation. Olson seconded. Motion passed unanimously.

5. **Director's Update / Library Board Report Review and Highlights:** BF is tracking trends with self-checkouts to figure out how we should move forward. Some limitations with self-checkout machines, but we have moved toward automation and now have only two staffed checkout desks. Evaluating our contract with Bibliotheca vs. Patrick's system. Door counts are way up! Study room use is almost double! Wi-Fi sessions are also way up. We're investigating some improvements to bandwidth and Wi-Fi. There is some patron interest in circulating hotspots, but we'd want to implement with a community partner. Notable recent programming: Meredith Russo event (partnership with the high school, Clark School), storytimes have moved downstairs because we've overgrown the upstairs space, although downstairs doesn't have the same ambiance. Sansing met with school district reps to discuss more crossover opportunities. Sansing reports that city planning meetings "just keep getting better and better" – lots of opportunities for collaboration happening. National Library Week is coming up and Sansing and Light are working on many special events for the week.
6. **Next Meeting:** Director would like to propose that in lieu of an April Board Meeting, Trustees should join the Friends of the Library at the Monday April 10<sup>th</sup>, 90<sup>th</sup> Birthday Party. Party starts at 6:30. All present agreed. Light will send a reminder to board members.
7. **Invitation to attend Staff Development Day, April 14<sup>th</sup> 8-4 pm at the library:** Please RSVP to Sansing if you'd like to attend all or part of the day.
8. **Adjourn (action item):** Reed made motion to adjourn, Olson seconded. 6:51 pm.

*All minutes recorded by Light, based on her notes, and are subject to change.*