



**Library Board Meeting Minutes
May 9th 2017**

**6:00 pm
Archer Room**

Trustees Present: Irish, Reed, Soeteber, Tucker, Ward-Reichard, Zellers

Trustees Absent: Helmuth, Seltzer, Common Council appointee (TBD)

Staff: Light, Sansing

Call to Order: 6:02 pm

1. **Public Comments:** None.
2. **Approval of Minutes of the March 14th, 2017 meeting (action item):** Tucker made motion; Reed seconded. Motion passed unanimously.
3. **Approval of March and April 2017 Vendor Reports (action item):** Soeteber made motion, Irish seconded. Motion passed unanimously.
4. **Social Media Policy (action item):** Sansing updated to include: platforms in addition to Facebook, procedure for handling comments, and policy for public records. Tucker moved to approve with typo correction and addition to second paragraph differentiating personal v. library accounts. Seconded by Zellers. Motion passed unanimously.
5. **Truancy Policy update (action item):** "Unattended Children and Minors" policy part F – Sansing proposed removing it after reviewing relevant statute. There is no legal specificity about the need for the library to report a student, and students in library present an opportunity for relationship-building. Sansing looked at policies of other libraries in the area – comparable libraries do not have policies specific to truancy. Soeteber supported this recommendation, detailing many practices in place to target truancy within the school system. Soeteber made a motion to strike F from the policy, Irish seconded. One dissent: Reed. Motion passed.
6. **Approval of after-hours program/late closure Friday Sept. 8th to participate in 'Strolling Jazz Middleton' event (action item):** Great success with this event last year – library was the largest venue and the event was very popular. Zellers moved to approve, Reed seconded. Motion passed unanimously.
7. **Committee Updates**
 - a. **Personnel:** Sansing elected to meet with Davis for a performance eval. All docs are available for board review on Google Drive. Sansing sought this additional feedback

from Davis and will continue to do this. She has already met several goals, including updating the Strategic Plan and setting 2017 goals. PC will schedule a time to do her performance review in June.

- b. **Development:** Sansing will meet with SCLS director to discuss Middleton joining the SCLS Foundation for its development holdings. SCLS Foundation could handle financial management and has its own board to approve disbursements. More info in June.
 - c. **Building:** Sansing showed samples from the SCLS consultant that were presented to staff on Development Day. Overall staff and trustees were “underwhelmed” with swatches, and wanted some bolder color and pattern choices. Sansing would like to approach additional designers for consultation. Reed suggested UW-Madison Interior Architecture students. Soeteber recommended his daughter, a recent graduate from this program. Bid packages from SCLS for comparisons are forthcoming.
 - d. **Nomination:** This three-person committee will vote on the President, Vice-President, and Secretary positions. Zellers, Irish, and Tucker volunteered to be on the committee.
8. **Director’s Updates & Library Board Report Review March-April 2017:** Staff Development Day was a huge success! Over 50 people attended all or part of the day. National Library Week was fantastic too - the pop-up performances were a hit. Library use is going up – more people in the building, and circulation is still holding strong. 2017 goals have been set by departments and then matched with individual performance goals. Youth Services is preparing for Summer Reading Program. Unity Project coming up - will run for 2 weekends in June – volunteers needed!
9. **Next Meeting:** June 13th, 2017
10. **Adjourn (action item):** Tucker moved to adjourn. Zellers seconded. 6:58 pm.