



Library Board Meeting Minutes
Tuesday January 9, 2018
5:30 pm
Leonard Archer Room

Call to Order:

Trustees Present: Burck, Paulisse, Reed, Ritzenthaler, Seltzer, Tucker, Zellers

Trustees Absent: Ward-Reichard, Yost

Staff: Faherty, Light, Sansing

Call to Order: 5:30 pm

1. **Public Comments:** none
2. **Approval of Minutes of the December 12th, 2017 meeting (action item):** Moved by Zellers, seconded by Reed. Motion passed unanimously. (Paulisse abstained, not present at Dec meeting.)
3. **Approval of Vendor Report December 2017 (action item):** Moved by Reed, seconded by Ritzenthaler. Motion passed unanimously.
4. **Staff presentation by Brendan Faherty, Head of Circulation:** "Fun With Numbers!" presentation: 2017 had our highest circ since 2013, excellent stat considering that other libraries are generally trending -5% circ per year. We are routinely the second highest circ in SCLS behind SEQ. Madison libraries overall went down -4%. Overdrive use is also up. Summers are busiest. We average 800 holds / day! We're #1 for Total Materials Handled (Total Checkout + Total Check-ins). Self-check machines: Patrick's new stations are great. Highest self-check ever in 2017. Surge in use of the new children's area self-check. Highest circ'd item is Adult AV (popular, shorter checkout periods). Tucker requested a similar type of presentation to quantify programming.
5. **Old Business**
 - a. **DCLS Agreement:** Burck made a motion to approve the agreement as written. Tucker seconded. Motion passed unanimously. Board President Seltzer signed the agreement.
6. **Committee Updates**
 - a. **Personnel:** Seltzer reported that the committee has met several times to complete the director's annual review. Trustees should review the documents related to this for a vote at the next meeting.
 - b. **Development:** Sansing reported that the committee is looking toward to a fundraising campaign plan for Feb or March.
7. **Liaison Updates**

- a. **City Council:** 1/27 Committee of the Whole meeting upcoming. 8:30 – noon is meeting time (Jocelyne is on at 11:15).
 - b. **Friends:** No new updates
 - c. **MCPASD:** Schools are starting to plan for summer programs, will be some coordination with library events.
 - d. **Community:** Visioning session for the plaza happening in March/April.
- 8. Director's Update / Library Board Report Review**
- a. **Review of updated strategic plan and 2018 department goals:** Sansing is open to trustee feedback on revisions to strategic plans. Reed suggests a separate meeting to look at the strategic plan. Ritzenthaler recommended sessions to make connections between strategic plan and space needs. Tucker recommended a review of some knowledge needed, such a space needs study and civic campus discussion. Sansing for Feb: we'll approve annual report and review space needs. Future retreat: discuss space needs in alignment with strategic plan (invite key staff as well).
 - b. **Annual Report to the City Highlights/Outline:** Sansing will present a 10-15 min presentation with the key idea to start *planning* for our 21st library.
 - c. **RFP process for interior design:** Sansing said that she'd like to send out a Request for Qualifications (RFQ) as the first step of this recruitment. The board will approve a draft of this in Feb.
 - d. **Demo on utility page login:** Sansing shared this.
9. **New Business:** None
10. **Next Meeting:** February 13th, 2017 5:30pm
11. **Adjourn (action item):** Moved by Burck, seconded by Zellers. Adjourned 6:48 pm.

Minutes compiled by R. Light.