

## **APPROVED MINUTES**

Fitchburg Public Library

Wednesday, July 15, 2015, 5:30 pm

**Present:** Pauli Nikolay Eric Vincent (left at 6:50) Swami Swaminathan  
Stephen H. Arnold Ben Mueller

**Also present:** Wendy Rawson Kate Liu Phil Hansen

**Absent:** Zulma Franco Dan Carpenter

1. **Call to Order – 5:30 pm** by Nikolay

Nikolay welcomed new board member Stephen Arnold, and had members introduce themselves.

2. **Public Appearances** – Non-Agenda Items

3. **Approval of Minutes**

a. June 17, 2015

Swaminathan moved and Vincent seconded to approve the minutes as written. No revisions were made. This passed by voice vote.

4. **Treasurer Report**

a. Overview and b. Register

Rawson noted that computers were replaced in June; that cost was slightly lower than the \$16,000 allotted and the savings from that will help to cover replacement for the more expensive kid's area computers next year. Employee's computers have been replaced first, followed by library patron computers - Springfield has a detailed plan for what computers are to be replaced when. We will also need to plan for upgrading the self-checks in the future. Due to the high cost (approximately \$6,000 each) these will likely go into the CIP. Arnold queried why, when we are only half way through the year, we have only 25% of the budget left; Rawson explained the process and timing of large expenses makes this appear somewhat skewed. Rawson also noted that an expense we planned on (the \$50,000 settle-up payment) will actually be a credit and will come to us next year in our Dane county payment.

Swaminathan moved and Mueller seconded to approve the May 2015 treasurer's report, this passed by voice vote.

5. **Old Business**

none.

6. **New Business**

a. Access Services Manager presentation: Phil Hansen

Hansen listed and gave in-depth descriptions of the duties of the department – customer service, circulation, processing and sorting, and shelving. The department has 6.5 FTEs: 2 full time people who are circulation supervisors, 4 desk workers at 20 hours per week, one desk worker at 10 hours per week, and 9 shelvers at 10 hours per week. There are also teen and adult volunteers who together give about 90 hours per month to the circulation department and are indispensable. Circulation statistics, such as number of holds that have come in, were presented in terms of miles of books: Fitchburg processed 83,689 holds in 2014 – if these items were all lined up on a shelf, they would stretch for 0.92 miles. Also in 2014, the library checked out 388,074 items to patrons in the building (4.29 miles,) sent 174,200 items to other libraries (1.92 miles,) and checked in 787,750 items (8.7 miles.)

Arnold asked which statistics are the most indicative of overall library health; Rawson responded with overall checkout, though this is declining nationwide. The people count is also a good number to view,

as many people come in to the building who do not check out but use the wireless and the comfortable space. Swaminathan asked about the decline of checking out; asked if SCLS has plans to address this. Rawson noted that Fitchburg dropped in circulation less than other libraries did in 2014. Swaminathan asked if there are other functions volunteers might do; Hansen responded that we run up against privacy issues: part of the contract with SCLS limits volunteer access to patron records. We are working on a volunteer recognition event for October.

## Policies

Many of our policies were written up before the library was open and some of the ideas and language were borrowed from other libraries. Now that Fitchburg has been open for four years and we have a much better sense of what our library's unique needs and challenges are, it is time to update the policies to reflect this.

- Privacy of Library Records policy: Hansen covered the changes made to the opening of the policy, including the addition of material to back up frequent issues such as patrons wanting to check out without identification. Much of the ambiguous or repetitive language was removed. Procedures to help staff comply with the law were left in the policy. Vincent asked for further clarification on custodial requests for library records. There is difficulty proving custodial relationship, so the policy was changed to reflect this. Swaminathan moved and Vincent seconded to approve the revised Privacy policy; this passed by voice vote.
- Circulation Policy: There is one small change to the policy that was made on discovering that state statute allows privacy of library records for 16 year olds – therefore if a 16 year old can have a private account, they should be able to open an account without a parent. This brings us into line with many other area libraries policies. Mueller moved and Swaminathan second to approve the revised Circulation policy; this passed by voice vote.
- Laptop checkout policy: Hansen noted that this was impacted by the age change to 16 in the previous policy. Arnold asked if patrons are ever reluctant to check out a laptop, knowing that they are assuming responsibility for a very costly item - Hansen and Rawson said it does not appear to be a deterrent. Swaminathan asked how well known this program is, and Rawson noted that an adult doing job search work is encouraged to take one out by adult staff. Mueller asked about removal of personal items; Rawson noted that these computers do not have Deep Freeze on them, but we have had no problems. It is now possible to print from them to the library copiers. Meeting room users are also heavy users of laptops. Swaminathan asked if there were statistics for this; Rawson and Hansen will look for this with an eye to cost of replacing them. Swaminathan moved and Mueller seconded to approve the revisions to the laptop checkout policy, this passed by voice vote.
- Community Bulletin Board Policy: Hansen stated that this policy needed to be re-written essentially from the ground up. The focus was changed to what people can put up instead of what they can't. Priority of items was made prominent. Bulletin board space is very limited so competition is high. Items are to be dropped off at the desk, but not all patrons follow this; Bolchen manages this process and removes items that do not belong. Duration of posting is variable based on space. Vincent moved and Swaminathan seconded to approve the revised bulletin board policy; this passed by voice vote.

Nikolay thanked Hansen for his work on the presentation and on the policies. Hansen left at this time.

b. Position Description for the Outreach Coordinator: This is a new position, the strategic planning core team has worked on this. The position was changed from a library assistant to a librarian due to this person needing to supervise volunteers. Would love to be manager level, but may not have budget to do it first year and this is a good place to start. Rawson covered the main duties of the position. This position will also be able to work at any desk in the building. We would love to have someone who is bilingual. The Board does not need to approve this, but Rawson wanted board to see it. We will soon have a ballpark cost for it, and we would like to fit this into our budget. Swaminathan thought we should have a range ready if someone presses the issue at Committee of the Whole (COW) next week. Arnold noted that we should tie this back to the strategic plan and how this will help to

further the plan. Swaminathan asked about the addition of so many additional duties from when he last saw the description. Rawson noted that there is room for the narrative of what we want in a different document which shows that all of the "other duties" constitute only a very small part of the job. The most important functions will be highlighted. Nikolay emphasized how important this position is to the library; this is a key piece of the strategic plan and we will make that emphasis to the COW. The best case scenario is to include it in our budget, but there are other possibilities and we have thought about this. We can't fundraise to pay for salary, but have fundraised to support the position's needs (Books and Brews.)

#### **7. President Report**

Nikolay thanked Rawson for the presentation of the position description and encouraged the board to come to the meeting next week (July 22, 2015 at 7pm in the library meeting room.)

Nikolay reported on Books and Brews, it was very successful and a great event. The Friends did a fabulous job. Swaminathan also said the event was very nice, and acknowledged the outstanding support of the Friends group. Nikolay noted that the Friends will be recognized at the volunteer recognition event in October; also recommended a note to the mayor to thank the Friends.

#### **8. Library Director Report – Rawson**

Rawson added to the wrap-up of Books and Brews. Tremendous hours of work went into coordinating the silent auction – this was not staff time, this was all volunteer. They are still wrapping up numbers, but raised approximately \$16,000. Many attendees expressed desire to attend another next year. We would like to do a resolution from the mayor to thank the Friends during national Library Week.

Signage Update – The city is working on its signage project. Zebradog is working on building signs; may add directional signs afterwards if needed. The plan is for the library to pay for those with capital campaign money as the signs were part of the original plans for the building. Building signs are planned on library on the east face and on the Lacy Road side. Library parking will be signed as well. State statute stipulates that the library board must approve any change to the building; Rawson will bring final designs to the August board meeting.

Potential Solar Installation on Building: The mayor would like to do this. In 2010, it was estimated by MG&E that solar would cost \$800,000 for installation with a payback of \$1,000 per month. The life of a panel is 20 years. The roof can support weight and has conduit; but the roof is a membrane and even a small hole can cause huge problems. (We have had a small hole in roof before which caused a great deal of damage before we could find it and fix it.) There are concerns about whether this installation would void our roof warranty. A third party vendor could buy the panels, install them and take the energy from them; then they would eventually sell them to the library or remove them. Because of the state statute issue mentioned before in the context of building signs, the library board will have to approve this before it could proceed. City staff have been invited to present this to us; we had hoped for this meeting but it did not work out. We do not have enough information at this point to make a decision. Swaminathan asked about the architecture committee; Rawson responded that the Fitchburg Center indeed also needs to be involved. The panels on the city hall roof are not currently working. Stern has proposed an amendment to the CIP to place the panels elsewhere. The new city administrator is from Monona which has already completed a project like this, unfortunately he will not start soon enough to have input. Arnold commented that given the fiscal side of the strategic plan directing us to create a sound fiscal base, this does not seem prudent. We need more information from the city concerning this.

#### **9. Committee Reports**

Strategic Planning: Nikolay passed out the document covering the calendar of strategic planning from now until 2017 - this was presented to and discussed with the library managers. Nikolay and Julesberg are turning more tasks over to the managers as the first strategic plan winds down. New community members will be needed as we look ahead to next plan.

Facilities – Swaminathan will chair; Arnold and Mueller will be members of this committee. Rawson is also member. The committee will meet after new city administrator starts to be prepared for the next CIP process. Regular meetings will be scheduled after that. Richmond will be included in the meetings as well as much as possible.

Personnel – Vincent will chair and Nikolay will stay on, Franco will join.

10. **Announcements**

a. Next Board Meeting: Wednesday, August 19, 2015, at 5:30 p.m.

11. **Adjournment at 7:20 pm**, moved by Swaminathan, seconded by Mueller, passed by voice vote.