

**Middleton Public
Library board Workshop Meeting Minutes
June 1, 2021, 1:00 pm @ Middleton City Hall**

1:06 p.m.-Called to order by Jim Taylor

Attendance: Kassie Knapp, Jim Taylor, Don Watt, Marie Knapp, Mark Christiansen, Jennifer Barr (Director), Douglas Waterman (city attorney)

Motion and Action: To approve agenda

Motioned by Don Watt **Seconded by** Marie Knapp

Motion passed unanimously

Discussion Item: Budget

The board went through each line item on the proposed FY2022 budget. Asking for a 3% increase was discussed. The budget will be updated, with the proposed changes, by the director and presented at the board meeting on June 8, 2021 for approval.

Discussion Item: Board By Laws

It was requested that the by laws be referred to as the correct title of "Middleton Public Library Policy Manual". General discussion of the Policy Manual, including tracking amendments, occurred with any changes to be presented at the June 8, 2021 meeting. The Policy Manual needs to be updated with the proposed amendments from the May 21, 2021 meeting and approved at the June 8, 2021 meeting. A hard copy of the approved amended budget needs to be kept in the library in addition to being online.

Discussion Item: Pre-public Meeting Agenda

The board discussed that it would be helpful to submit a short summary and any supporting documents when requesting an item to be on the agenda. These will be included in the packet that is posted online with the agenda.

The city attorney requested that an action item be added to the next agenda to cure or address any open meeting issues.

2:53 p.m.-Motion and Action: To adjourn the meeting.

Motioned by Jim Taylor, **Seconded by** Marie Knapp

Motion passed unanimously