



Library Board Meeting Minutes
Feb. 14, 2017
6:00 pm
Archer Meeting Room

Board Members: Tucker, Helmuth, Zellers, Soeteber, Reed, Olson

Staff: Light, Sansing

Guest: Janet Staker Woerner

Call to Order: 6:01 pm

1. **Public Comments:** Janet Staker Woerner, faculty at UW-Madison in pedagogy and continuing studies, is interested in a board position when there is a vacancy. She is here to observe.
2. **Welcome and Introduction of new Trustee, Courtney Ward-Reichard!** Tabled, as she is absent tonight due to illness tonight.
3. **Approval of Minutes of the December 13, 2016 meeting (action item):** Moved by Soeteber, seconded by Helmuth. Motion passed unanimously.
4. **Approval of Vendor December 2016 and January 2017 (action item):** Moved by Olson, seconded by Reed. Motion passed unanimously.
5. **Review of 2016 Budget Close Out process and status (discussion item):** Sansing reported that this is still a work in progress. She is working with several other Dane County library directors to calculate some statistics. Final financial numbers from the City won't be available for several months until the 2016 audit is complete. The board needs to sign off on the completed annual report by March 1. Light will send out a Doodle poll to schedule a follow-up meeting for this approval.
6. **Committee Updates (discussion item):**
 - a. **Personnel:** Tucker shared the 2017 Performance Goals for the library director. Tucker asked members to review and then vote to approve at the next meeting.
 - b. **Building:** Sansing shared that this committee is in a holding pattern right now. Sansing has met with another interested committee member. Next steps: bid package from SCLS on project ideas. Deb Haeffner did a walk-through with Sansing and will put together the bid package with project costs. See monthly report for some examples of projects.
 - c. **Development:** This committee has been meeting on a regular basis (Sansing, Light, Gillman, West Blank, Natoli). Sansing and Light have compiled our past donor lists and

will continue to update with new donors. Sansing has been reaching out to donors and setting up meetings to give in-person appreciation. Priority projects include updating our website to streamline donations in one central place (endowment, Friends, gift fund), and planning for the 90th anniversary celebration and fundraising during National Library Week in April.

- 7. Director's Update / Library Board Report Review:** Katie's Kids sponsored the Meredith Russo author visit in February in partnership with the high school. Russo's visit included several assemblies at the high school, a meeting at Clark Street, and an evening event at the library. Sansing is collaborating with other city departments to coordinate advertising; the summer Parks and Rec brochure will feature the library's Summer Reading Program. Sansing is also working with Parks, Tourism, and the Senior Center to evaluate common services (such as landscaping) to coordinate efforts and reduce costs.

 - a. **Joint meeting with Friends of the Library:** Discussed that we should consider doing this again.
 - b. **Events, NLW, April board mtg.:** Sansing will send out more details on NLW with opportunities for board involvement.

- 8. Next Meeting:** March 14, 2017

- 9. Adjourn (action item):** Moved by Reed, seconded by Helmuth. 7:01pm.