



**Library Board Meeting [Minutes/Agenda](#)
June 13th, 2017
6:00 pm
Archer Meeting Room**

Call to Order

The meeting was called to order by President Jeremiah Tucker at 6:05 p.m.

1. Public Comment

No members of the public were present.

2. Welcome to new Trustees: Robert Burck, Roshelle Ritzenthaler, Thomas Yost.
Farewell to Trustees: Anne Irish, Lisa Helmuth, Steve Soeteber

Robert Burck is the new representative from the City. He was appointed to the City Council to fill the seat vacated upon the election of Gurdip Brar.

There were over 25 applications for the two open positions on the Board. Mayor Gurdip Brar appointed Roshelle Ritzenthaler and Thomas Yost. They will join the Board at the next meeting.

MaryBeth Paulisse has been appointed by Steve Soeteber to fill the position for a member of the MCPASD. She is a reading specialist with the District.

Ms. Sansing thanked Anne Irish and Steve Soeteber for their service, including a gift of a 90th anniversary tea towel, and pie.

3. Approval of Minutes of the May 9th Library Board meeting (action item)

A motion to approve the minutes was made and seconded. It was approved unanimously.

4. Approval of May Vendor (action item)

Ms. Sansing explained some of the larger vendors for the library on a monthly basis. The library does business of \$20,000-\$30,000 worth of business with vendors per month. [Action on the vendor contract was deferred to the next meeting.](#)

5. Proposed Library Board meeting time change to 5:30 (action item)

Mr. Reed moved to change the meeting time to 5:30, and Ms. Zellers seconded. The motion carried unanimously.

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6. Committee Updates

a. Nomination

i. Election of Officers 2017-2018 (action item)

The nominating committee met, and proposes Mr. Seltzer as President, Ms. Zellers as Vice-President and Ms. Ward-Reichard as Secretary. Ms. Irish moved to accept the recommendations of the nominating committee. Mr. Reed seconded. The motion carried unanimously.

ii. Update bylaws to reflect all standing Liaisons (action item)

The bylaws do not reflect the role [liaisons/liaisons](#) from the school district, city and the Friends, not including the Friends, and indicating there may only be one member of the common council. Ms. Sansing proposes to update the bylaws to explicitly include the Friends, and to strengthen the role of the [liaisons/liaisons](#).

Mr. Burck noted that Article 8 of the bylaws that there is a reference to two-thirds of the Board as being 5 individuals, not 6 (based on the current composition of 9). Mr. Burck moved to modify section 2 to article 8 to state that 2/3 means 6 members, not 5, and to modify the language regarding [liaisons/liaisons](#) as proposed. Ms. Zellers seconded the motion. The motion passed unanimously.

b. Development

i. SCLS Foundation paperwork (action item)

The Board discussed a proposed fund within the South Central Library System Foundation. A minimum of \$500 is needed to start a fund. Joan Gilman has offered a \$500 match for initial fundraising. Ms. Sansing explained administrative fees. The Development Committee would develop guidelines for use, based on what other libraries are doing, and the Board would approve the guidelines. There would likely be a dollar limit on the amount that could be approved by the Director, with a larger amount that must be approved by the Board.

The current avenues for giving are a gift fund through the City and the Friends, which focuses on programming. This SCLS fund would likely replace the City fund. The library will revise the gift page so it is clearer with respect to the ways money will be used, and a backend accounting process that will ensure donor designations are followed.

Mr. Tucker moved to approve the proposal, and Ms. Irish seconded. The motion was approved.

7. 2018 Budget Discussion: Operating, Personnel, System costs, etc.

Ms. Sansing is in the process of developing a budget for the coming year. County aid is expected to decrease slightly (because of the roof closures). A 2% increase will be requested from the City. Ms. Sansing explained the process of new positions within the library, and how and when City approval is needed. She also explained an analysis of the salary amounts devoted to individual service areas in the library. The library also needs to improve Broadband access. More detail is in the Google document, which will be updated as the process continues.

8. Director's Update / Library Board Report Review

Performance evaluations have been completed. The 360 performance evaluations were uploaded to the Google docs site.

The Unity project has been successful, with terrific response from the City. The project has also provided an opportunity to unify groups in the city, including the City Arts Committee and the senior center.

The building will be switched over to LED lighting, which will result in significant cost savings.

The American Library Association conference will be held in Chicago the last week of June, and several staff members will attend. The Public Library Association will meet in 2018 in Philadelphia. The Wisconsin Library Association Conference will be held in October, and the library staff will present on the topic of transitioning to a new director.

9. Next Meeting: July 11th, 2017 at 5:30.

10. Adjourn (action item)

Ms. Ward-Reichard moved to adjourn, seconded by Ms. Irish. The motion was unanimously approved.

Any person who has a qualifying disability as defined by the Americans With Disabilities Act and who requires the meeting or materials at the meeting to be in an accessible format must contact the Reference Desk at (608) 827-7403, located at 7425 Hubbard Avenue, Middleton, Wisconsin, at least 24 hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.

BOARD MEMBERS: If you are unable to attend this meeting, please notify Jocelyne Sansing, jsansing@midlibran.org or (608)827-7425 by 8 a.m. Monday, June 12, 2017.
Agenda Posted: 3pm on Thursday, June 8th, 2017