



**Library Board Meeting Minutes**  
**July 11, 2017**  
**5:30 pm**  
**Archer Meeting Room**

Call to Order

The meeting was called to order by President Robert Seltzer at 5:32 p.m.

Present: Robert Burck, Marybeth Paulisse, David Reed, Roshelle Ritzenthaler, Robert Seltzer, Jeremiah Tucker, Courtney Ward-Reichard, Thomas Yost and Cindy Zellers. Library Director Jocelyne Sansing and Administrative Librarian Rebecca Light also attended.

Absent: None

1. Public Comments

No members of the public were present.

2. Welcome and Introduction of new Trustees

Roshelle Ritzenthaler, Thomas Yost and Marybeth Paulisse were welcomed as new trustees of the Board. Each trustee introduced themselves to the new members, and described their interest in the library.

3. Approval of Minutes of the June 13, 2017 meeting (action item)

Ms. Ward-Reichard proposed three changes to the minutes: editing the title, correcting the date and indicating that action on the May vendor report was deferred to this month's meeting.

A motion to approve the minutes was made by Mr. Burck and seconded by Mr. Reed. It was approved unanimously.

Ms. Zellers requested information about making contributions to the new library development fund. Trustees will be asked to either make a contribution or solicit contributions from friends and family. Checks should be made out to the South Central Library System Foundation (SCLS) with Middleton in the memo line, and can be given to Ms. Sansing or Ms. Light. Up to \$500 in total contributions will be matched by former trustee Joan Gillman.

4. Approval of May 2017 Vendor Report (action item)

Ms. Sansing explained that there was a delay in preparation of vendor reports for June and July, so both will be considered next month. A motion to approve the May vendor report was made by Ms. Ward-Reichard and seconded by Mr. Tucker. The motion was approved unanimously.

Mr. Reed reminded the Board to use Amazon Smile (<https://smile.amazon.com>) for purchases from Amazon, and to choose Friends of the Middleton Library as their designated charity.

## 5. Back to Basics

Mr. Seltzer explained that, due to the many new members of the Board, he wanted to discuss the role of the trustees, director and staff. The following items were discussed:

- a. Role of Trustees, Director, Staff: Ms. Sansing explained that she makes many presentations to the City regarding the library, and would like to involve the Board more in this process. She would also like to see the trustees participate more in workshops, use their networks to discuss their role as a trustee and to engage in fundraising. Trustees were also encouraged to review other documents in the Board packet, including the Duties of the Library Board and the Library Director, Top Ten Action List for Trustees, Trustee Training and Development and Trustee Job Description.

- i. Staff presentations at BOT mtgs.: Ms. Sansing would like to give senior staff members the opportunity to give presentations at Board meetings so trustees can better understand library initiatives, and spread the word to the community. This will also allow the senior staff and trustees to get to know each other better.

Mr. Seltzer suggested collections as a topic. Mr. Tucker suggested vision and goals for individual departments, and to ask staff to talk about what excites them. In September, Ms. Sansing will ask staff who attended the American Library Association meeting in Chicago to make a presentation regarding what they learned.

- ii. Development and training

1. WI Trustee Training Week: This is a series of webinars paid for by the SCLS, held over the noon hour on August 21-25. Details are at [wistrusteetraining.com](http://wistrusteetraining.com): Mr. Seltzer encouraged the trustees to participate in these webinars either on their own, or by joining other trustees in the Archer room.
    2. November 4<sup>th</sup> BOT & Friends Board Retreat: Ms. Sansing said that the retreat will be held at the Holy Wisdom Monastery. Board development for both the friends and the library board will be discussed. The details are being finalized, but the event will likely begin at 9 a.m., and last all day. WILS (a consortium buying support organization for Wisconsin libraries) will provide strategic planning programming. Lunch will be provided at a \$12.00 cost per person.

Mr. Seltzer invited suggestions about topics. Mr. Burck said he hoped there would be time for getting to know each other better. Ms. Zellers asked to learn more about the Friends, and their structure.

- b. Trustee Matrix: Ms. Sansing explained that she would like to use a matrix to catalog the interest and skill set of each trustee. Ms. Light also explained that the matrix would help show gaps in skills of the Board that could be filled in recruiting, and to see the history of the involvement of individual trustees.
  - c. Proposed By-Law Amendments
    - i. Liaison Descriptions: Ms. Sansing reminded the Board that the liaison positions were defined as City Council, Friends and the School District. The next step is to define each of those roles to give them more purpose and direction. Ms. Sansing asked trustees to provide her with any proposed language.
    - ii. President Elect vs. Vice President: Mr. Seltzer proposed to replace the Vice-President role with the role of President-Elect, to indicate that the person in that position would be expected to take the role of President in the coming year. This will help with succession planning, and is a more sustainable. The President-Elect would be expected to shadow the President in preparation for serving in the role. A motion was proposed to change the title and description of Vice-President to President-Elect. Mr. Burck made the motion, and Mr. Tucker seconded. The motion was approved unanimously.
  - d. Committees: The bylaws give the Board president the power to establish committees. Ms. Sansing proposes to define the charter and statement of purpose of committees, how appointments are made to committees and whether community members or trustees should fill positions on committees. Ms. Ward-Reichard and Ms. Sansing will work to incorporate proposed changes into the bylaws for approval of the Board at the September meeting.
    - i. Personnel: A date needs to be set for Mr. Seltzer, Mr. Tucker and Ms. Zellers to meet to evaluate Ms. Sansing's performance.
    - ii. Building: This committee has been dormant recently. Ms. Sansing has been working on capital requests that will be included in the upcoming budget. Ms. Ritzenthaler offered to assist based on her experience with the Alzheimer's Alliance.
    - iii. Development: A meeting is scheduled for August 4, and will be reviewing guidelines for spending SCLS funds.
6. Director's Update / Library Board Report Review: The American Library Association Conference was held in Chicago last month. There were 30,000 attendees. The sessions included high-profile speakers, including a speech by Hillary Rodham Clinton. Most sessions were very helpful. It was noted that some trustees from other libraries attended this conference. It was a great team experience for the staff that attended. Attendance was funded through the staff training and development budget.

Ms. Sansing also reported on the wrap-up of the Unity Project. The project was a great success. The trustees viewed the video that was prepared to document the event.

7. 2018 Budget Proposal Draft of Capital and Personnel Requests: tabled until next month.
8. Next Meeting: **August 8, 2017 5:30pm**
9. Adjourn (action item): Ms. Ward-Reichard moved to adjourn, Ms. Paulisse seconded. Motion passed unanimously.