



Library Board Meeting Minutes October 10, 2017

The meeting was called to order by President Rob Seltzer at 5:30 p.m.

Present: Robert Burck, Marybeth Paulisse, David Reed, Roshelle Ritzenthaler, Robert Seltzer, Courtney Ward-Reichard, Thomas Yost and Cindy Zellers. Library Director Jocelyne Sansing, Administrative Librarian Rebecca Light, and Head of Technical Services Sarah Hartman also attended. In addition, Michael Green, a student at UW Milwaukee, observed the meeting as part of his library science coursework.

Absent: Jeremiah Tucker

1. Public Comments

No members of the public were present.

2. Staff Presentation – Sarah Hartman, Public Library Material Selection

Ms. Hartman made a presentation regarding the selection of materials for the library. Materials for Overdrive and digital databases are selected on the state level or by the South Central library system. Physical materials are critical to the library, even as digital materials become more available. For example, the Madison Library system is reinstating its vinyl music collection.

Library staff are constantly fielding requests for materials from patrons, and guiding patrons to what they are looking for is a rewarding part of her job. Patrons are diverse, including many non-native English speakers. To serve these constituencies, the library has non-English materials, as well as access to materials from other libraries.

Ms. Hartman referenced the Middleton Library Collection Development Policy. It was noted that the policy is overdue for updating. There are criteria for each type of materials, and different formats. As selectors, it is important to remain neutral and to encourage patrons to expand their horizons.

Ms. Hartman noted that library staff are asked to use their experience and interests to help the collection grow. For example, because of her interest in graphic novels, Ms. Hartman was asked to curate a graphic novel collection for adults.

Selectors use journals and reviews to select materials, and also have standing orders with publishers for certain authors. There are also standing orders for certain types of annual publications, and a DVD standing order based on box office numbers.

Mr. Reed asked how the library decides how many copies of a book to purchase. The SCLS has a policy about how many copies are needed to meet demand based on the number of holds. The SCLS publishes a report each week regarding the number of holds, which is used to determine the number of additional book copies to order.

The library subscribes to a service called Collection HQ that assists library staff in knowing which materials are circulating, and also analyzes overstock and understock in certain areas. For example, this report was used to select travel guides for the coming year, to determine which have had most circulation in the past. Another feature is seeing what books are popular at other libraries similar in size to Middleton.

Books are also selected based on patron requests. For example, a patron asked for a particular test guide, and Ms. Hartman discovered the library only had one guide that dated from 2013, which was checked out. So, Ms. Hartman ordered more recent guides for this exam.

Mr. Burck departed to attend a city council meeting.

Mr. Seltzer asked about the budget for collections. In 2017, the budget for books was \$158K, periodicals was \$16K and audio was \$81K. There is also a budget of \$41K for electronic materials. The library is tax exempt, and also has discounts through vendors, which vary depending on the vendor. Ms. Hartman noted that the City of Middleton is very generous with the library's collection budget as compared to other libraries.

An issue in ordering is the amount of space in the library, which tends to be more of a limiting factor than budget. Weeding books is an important task in order to make space for new books. Collection HQ is also a useful tool in making this decision.

Ms. Ward-Reichard asked what happens when a patron complains about a certain book, which is known as a challenge. Ms. Sansing explained that library staff will encourage the patron to actually read or watch the entire item. Then, they can fill out a form with the objection, and the library will respond why the item is in the collection. If the patron wants to proceed, the question would be brought before the Board. Taking an item out of a collection is censorship, and librarians are trained how to handle the objection. Most of the time, the patron just wants to be heard, and can be satisfied by effective patron interaction.

3. Approval of Minutes of the September meeting (action item)

Motion to approve the minutes was made by Ms. Zellers, and seconded by Ms. Paulisse. The motion passed unanimously.

4. Approval of September Vendor Report (action item)

Action on the September 2017 Vendor Report will be tabled until next month, as some information was received late from the city.

5. 2018 Library Closure Dates (action item)

The Board of Trustees needs to approve 2018 library closure dates. Ms. Zellers asked about the proposal to close the day after Thanksgiving. Ms. Sansing indicated this is typically a very slow day.

Motion to approve the 2018 Library Closure Dates was made by Ms. Ritzenthaler, seconded by Mr. Reed. The motion passed unanimously.

6. Committee Updates

a. Personnel (Seltzer, Tucker, Zellers)

Ms. Sansing has updated her annual review, which is ready for the committee to review. The management team of the library will meet this week to review progress with 2017 goals, and 2018 goals based on the strategic plan. Ms. Sansing will also submit her goals for 2018, including evaluating staffing structure in the coming year.

b. Building

This morning, Ms. Sansing met with the shelving rep from Embry, Inc., which does steel fabrication used by many libraries. He will send a quote by the end of the week, which should be less than the \$52K already budgeted. Ms. Sansing will also be working on the release of the fund balance. The remaining budget items requested from the City will be decided in early November.

c. Development

Ms. Sansing reported that we have been able to meet the \$1000 match, as well as the \$500 contribution from the Friends. As the budget is finalized, the committee will be attending the Board retreat. Former trustees Joan Gillman and Angela Westlake are on the committee. We will need an additional current trustee to join the committee per the bylaws. Mr. Seltzer asked Mr. Reed to formerly express a thank you to Friends for its donation.

7. Liaison Updates

a. Friends

No report.

b. MCPASD

The book club is going well at Kromrey Middle School. There has been public discussion of a possible referendum, but not many additional changes.

c. City Council

Ms. Zellers reported that there is a lot going on in the city council. Ms. Ritzenthaler asked about the status of the proposed city plaza in downtown Middleton, which could be a tremendous asset for library programming. There were concerns expressed that there should be more planning in the downtown area.

d. Community

Ms. Ward-Reichard mentioned a new book by Julie Lythcott-Haims called Real American. Ms. Lythcott-Haims is a 1985 graduate of Middleton High School, and the book discusses some of the challenges she faced being bi-racial in our community and school. Ms. Ward-Reichard recommended that the library consider a community conversation around this book.

8. Trustee Training Highlights and Reflections

Some of the trustee training sessions were better than others, and it was also noted that the training sessions were very similar to last year's programming. Mr. Seltzer noted that the policy training was helpful, but he came away wondering whether it should be the Board's task to create policies or to review and approve policies created by library staff. Ms. Sansing agreed that the Board should be responsible for reviewing policies, and that she plans to review library policies to determine whether updates are needed.

9. Director's Update / Library Board Report Review

Ms. Sansing referenced items in the monthly report, including strong circulation statistics. Self-service check out is static, which will likely not go up unless the stations are increased or moved. She also noted that wi-fi use numbers are huge, and will continue to increase. This need is the largest of all proposed increases in the 2018 budget.

Ms. Sansing also noted her meeting with domestic services intervention group to form a formal partnership through MOU to create safe spaces and awareness for victims of domestic violence. Libraries will also be a neutral meeting ground with case managers or others.

10. Next Meeting: November 14, 2017 5:30 p.m. The library board retreat will be held on November 4, and trustees were reminded to submit biographies.

11. Adjourn (action item)

Motion to adjourn made by Ms. Ward-Reichard, seconded by Mr. Reed. The motion passed unanimously.