



**Library Board Meeting Minutes
November 14, 2017**

**5:30 pm
Lenard Archer Room**

Present: Burck, Light (staff), Paulisse, Reed, Ritzenthaler, Seltzer, Tucker, Yost, Zellers.

Absent: Sansing (staff), Ward-Reichard

Call to Order: Seltzer called the meeting to order at 5:30 pm.

1. **Public Comments:** none
2. **Approval of Minutes of the October 10, 2017 meeting (action item):** One correction: in “the library subscribes” paragraph, fix “what” typo. Motion to approve the minutes by Zellers, Burck seconded. Motion carried.
3. **Approval of Vendor September, October 2017 (action item):** Motion to approve the vendor reports by Paulisse, Reed seconded. Motion carried. Request for Excel file of Operations sheet.
4. **Old Business:** No old business.
5. **Committee Updates**
 - a. **Personnel:** Zellers, Tucker, and Seltzer are in the process of completing Sansing’s annual review. Sansing is currently completing her self-evaluation. Going forward, the committee’s goal will be to finish this process before September to better coincide with the city’s budget season.
 - b. **Building:** No updates.
 - c. **Development:** Next meeting is this Friday. Light thanked board members for their contributions to the Foundation seed money. Total initial funding totaled \$2885.
6. **Liaison Updates**
 - a. **City Council:** Burck reported that the final vote for the city budget is tomorrow. However, the public hearing last Wednesday pretty much set the budget. Burck explained how constraints on the general operation budget affect available personnel increases. In addition, capital expenses require borrowing that depends on city growth. Burck explained that there are still many question around the “Civic Campus” concept – does the city want it, when, who will lead this process, etc. Ritzenthaler advised that a “case for change” is needed for other city departments. The library’s building study provides a foundation for the library’s “case for change.” Light informed that the Civic Campus will be a focus of discussion at the upcoming City Retreat on Jan 27th.
 - b. **Friends:** Reed reported that the Friends approved 2018 disbursements to library departments. He also said that the Friends are discussing the possibility of sponsoring

upgrades to the Archer Rooms, as well as additional contributions to the Foundation. Reed passed along a 'Thank you' to Light and Sansing for organizing the retreat.

- c. **MCPASD:** Paulisse reported on the work of the MCPASD Facilities Planning Committee, which is addressing growing facility needs. A school district referendum is coming next Nov (2018) to address growth plans. Members of the school district (including Paulisse) have met with library staff (Sansing and Light) to discuss the possibility of shared spaces in new MCPASD facilities. Paulisse reported that recently, expansion options for the elementary, middle, and high school additions narrowed in scope. The High School option now includes an addition to the current building, not a separate campus facility on Parmenter.
 - d. **Community:** Ritzenthaler is leading upcoming community visioning sessions to discuss plans for the recently-approved Downtown Plaza, which will drive the RFP for the design. Demo of buildings is happening now!
7. **Director's Update / Library Board Report Review:** Light and Seltzer summarized their experience presenting at the Wisconsin Library Association conference with Sansing and Faherty. It was a great experience and a well-received presentation.
 8. **Retreat Reflections:** "It was really fun and I feel like I know everyone so much better." – Zellers, Burck agreed, saying it was very beneficial to get to know the Friends, and he saw really interesting ideas coming out of the small sessions. "I hope we do this on an annual basis, and continue to build on substantial issues." –Zellers. Seltzer advocated for a semi-annual retreat.
 9. **New Business:** Requested agenda items for next time: 1. Seltzer would like trustees to do more professional development, and he would like to put together a job description for trustees that could suggest development options. 2. Burck requested a summary of information from the building study. 3. Seltzer would like to discuss future retreat topics and a timeline for the next retreat. 4. Board members asked for additional staff presentations – they've been very helpful.
 10. **Next Meeting:** December 12, 2017
 11. **Adjourn (action item):** Moved by Reed, seconded by Tucker. Adjourned 6:39 pm.

Minutes recorded by Rebecca Light.