



## Library Board Meeting Minutes

December 12, 2017

5:30 pm

Lenard Archer Room

**Trustee Attendees:** Burck, Reed, Ritzenthaler, Seltzer, Tucker, Yost, Zellers

**Staff Attendees:** Light, Sansing

**Call to Order:** 5:33 pm

1. **Public Comments:** none
2. **Approval of Minutes of the November 14<sup>th</sup>, 2017 meeting (action item):** Burck made motion to approve as written, Ritzenthaler seconded. Motion passed unanimously.
3. **Approval of Vendor November Report (action item):** Sansing noted the creation of acct. 212-5511-850 to spend fund balance from previous years. She will be working with the city finance dept determine further practice for this. Zellers made a motion to approve the November 2017 Vendor Report, seconded by Reed. Motion passed unanimously.
4. **New Business**
  - a. **2018 Fundraising Efforts:** Patrick is putting together a list of possible tech improvements for the Archer Rooms (lighting, sound system, projection wall, hearing loop, etc). Jocelyne is assembling quotes for furniture. Once this is together, the Boards will review possibilities and develop a fundraising strategy. The library's Support Page has been updated to reflect feedback from the retreat. Ritzenthaler suggested adding the ability to easily live-casting full events, along with mechanisms to count remote participants. This will help provide evidence for the library's event capacity demand and space needs.
  - b. **City Dept./Committee collaborations:** Sansing reported that the library is trying to reach out to collaborate with other city departments as much as possible. She's introduced an Artist In Residence program that could become a collaboration between the Senior Center, Hubbard Arts Center, Parks and Rec, etc. Further discussion with these departments about this is in the works. This would be a great way to build capacity for the Civic Campus envisioning.
5. **Old Business**
6. **Committee Updates**
  - a. **Personnel:** Sansing's evaluation is in process. Sansing has completed her self-evaluation and the committee will write their evaluation next.
  - b. **Development**
    - i. **Minutes attached separately:** 2018 goals include being able to accept electronic payments online, sharing our "stories" better for advocacy. Next meeting is in February.
7. **Liaison Updates**
  - a. **City Council:** Burck reported that activity is winding down for the holiday break.

- b. **Special open meeting Common Council/City Staff Retreat January 27<sup>th</sup>, 2018 8am-12pm:** Sansing shared a draft agenda for this retreat, where she'll be presenting on the topic of the 21<sup>st</sup> century library and the Middleton Public Library's effort to move forward with needed changes. This retreat will also give city stakeholders a chance to discuss the Civic Campus concept, as well as to discuss priorities city-wide. This is an open meeting and trustees are welcome to attend. Ritzenthaler advocated for using this presentation to emphasize the opportunities in this discussion, rather than just the needs to be remedied. Burck recommended showcasing examples of what we "could" be – show the possibilities with other library examples. Sansing recommended that trustees review the feasibility study – we've engage in further review of this after the City Retreat. Tucker recommended advocating for the library as an economic driver of the downtown.
  - c. **Friends:** Reed reported that the Friends are currently discussing the possibility of contributing to the Archer Room remodel. They just completed the transfer of annual funds to programming accounts. Thank you, Friends!
  - d. **MCPASD:** Paulisse sent the following update: The facilities planning committee continues to meet (there's actually a meeting this evening), to continue to review updated enrollment projections and thoughts moving forward on various referendum options. Looking at updated enrollment projections, the district is predicted to surpass 9,100 students by 2027-28. DPI has released its accountability report cards for all schools and districts across the state. Six schools -- Elm Lawn, Northside, Park, Sauk Trail, Sunset Ridge and Kromrey -- significantly exceeded expectations, which is the top category, while Glacier Creek and MHS exceeded expectations, which is the second-highest category. West Middleton met expectations and was within 0.8 points of exceeding expectations. CSCS and the 21st Century eSchool for online students participate in an alternate accountability process because they have small numbers of students at state tested grades, and therefore, do not have enough assessment data to receive an overall accountability rating. Another update is that we are now participating in a weekend food program which provides snacks and meals for elementary students. This is a partnership with several local churches and the Middleton Outreach Ministry. The program is voluntary, free of charge and offered to families who believe they would benefit from extra food being sent home.
  - e. **Community:** Ritzenthaler reported that visioning sessions for the Plaza are upcoming in the spring. There's a lot of interest in participating in this process; leaders will create several teams for advisory work.
8. **Director's Update / Library Board Report Review:** Sansing reports that statistics are way up! Patrick has saved us thousands of dollars by building our own proprietary self-checks, which has increased our self-check usage dramatically. This will eventually help us shift staff resources away from checkout to new tasks. An Archer Room mobile checkout station has also helped us increase circulation.
- a. **2018 Budget**
    - i. **Capital Requests:** Sansing hopes to present a plan at the January meeting for an RFP for interior design work (paint and furniture to increase wayfinding, comfort, etc. in our current spaces)
    - ii. **Operating:** Sansing will send out a copy of the 2018 Dane County Agreement for trustees to review for a signature next month.
9. **Next Meeting: January 9<sup>th</sup>, 2018**
10. **Adjourn (action item):** Tucker made a motion to adjourn at 6:45. Burck seconded. Motion passed unanimously.

*Minutes compiled by R. Light*