



Library Board Meeting Minutes  
February 13, 2018

5:30 pm

Leonard Archer Room

**Trustees Present:** Burck, Paulisse, Reed, Ritzenthaler, Seltzer, Tucker, Ward-Reichard, Yost, Zellers

**Trustees Absent:** None

**Staff:** Light, Sansing

Call to Order: 5:32 p.m.

1. **Public Comments:** None
2. **Approval of Minutes of the January 9<sup>th</sup>, 2018 meeting (action item):** Moved by Mr. Reed, seconded by Mr. Burck. Yost abstained. Motion passed unanimously.
3. **Approval of Vendor Report January (action item):** Ms. Price explained that the report still reflects some expenses from December as charges are closed out. These charges are flagged on the report. Ms. Sansing explained that she needs to rely on City staff for reconciling the account, but it looks like there will be a carry-over balance of approximately \$70,000 into 2018. The Board will examine revenues in-depth during the March meeting. Moved by Ms. Ward-Reichard, seconded by Mr. Reed. Motion passed unanimously.
4. **Old Business**
  - a. Approval of 2017 Annual Report (action)

Ms. Sansing explained that the annual report goes to the Department of Public Instruction. This is the most substantial and historical record for the library, and the reports are placed in the library's permanent file. It includes statistics regarding financials and inventory of materials, but because of the timing, some financial information for 2017 is only an approximation. Two typographical errors were noticed on the list of Trustees, which will be corrected prior to submission. Staff is also in the process of preparing a public annual report with graphics and more user-friendly information. Motion to approve, with requested amendments to the list of Trustees, made by Mr. Burck, seconded by Ms. Zellers. Motion passed unanimously.

- b. Review of the RFP for Interior Design Improvements (discussion/action)  
Ms. Sansing explained the RFP process for the city. Since this is a narrow project, the library can move straight to the RFP, and skip the qualification process. A draft RFP has been prepared for interested designers. There was a request to clarify a sentence regarding the expected forthcoming scope of work for the City of Middleton Downtown Civic Campus, as well as other minor edits. The intent is that the Board will be review the proposals, choose the designer, approve the project and make decisions about significant issues, such as whether the library needs to be closed during part of the project. Other details will be handled by staff. Proposals will be due by March 9, 2018 at 5:00 p.m. Motion to approve RFP as amended, made by Mr. Burck, seconded by Ms. Paulisse. Motion passed unanimously.
- c. Schedule Special Planning Meetings for 2018 (discussion): A doodle poll will be sent out by Ms. Sansing for scheduling and prioritizing topics.

- 5. Presentation:** 21<sup>st</sup> Century Library and Summary of 2015-16 Space Needs Study (discussion): Ms. Sansing shared the presentation entitled The 21<sup>st</sup> Century Library: Top Ten Concepts, which was presented to the Middleton City Council at its retreat on January 27, 2018. These concepts include categories of User Experience, Services and Facilities. The ten 21<sup>st</sup> Century concepts include: 1. libraries are more than books, and literacy is more than reading; 2. place-making, or creating unique, user-friendly spaces; 3. mixed-use; 4. economic impact (value to residents); 5. maker movement; 6. partnerships and collaboration; 7. technology: 3D, virtual reality, live-streaming and automation; 8. use of space, including mobile shelving, learning commons, tessellated furniture, retail and sustainability; 9. civic engagement; and 10. diversification of revenue besides governmental support.

Ms. Sansing also shared a presentation from 2015 that was prepared after the building feasibility study. She discussed continued space constraints, and indicated that needs continue to increase as the years pass. There are also mechanical issues that will need future maintenance in an aging building.

**6. Committee Updates**

- a. Personnel: closed session discussion will be moved to March meeting

**7. Liaison Updates**

- a. City Council: Mr. Burck stated that the library's presentation on future building needs was well received by the City Council, although one alder expressed concern about finances.
- b. Friends: Mr. Reed stated that, on April 24 from 5 to 8 pm, there will be an Friends appreciation night at the Capitol Brewery.
- c. MCPASD: No report.
- d. Community: No report.

- 8. Director's Update / Library Board Report Review:** Deferred until March meeting.

**9. New Business:** None

**10. Next Meeting:** March 13, 2018

**11. Adjourn (action item):** Moved by Mr. Yost, seconded by Mr. Burck. Motion passed unanimously.