



## Library Board Meeting Minutes

**March 13, 2018**

**5:30 pm**

**Mac Reading Room**

### Call to Order

Present: Burck, Paulisse, Reed, Ritzenhaler, Tucker, Ward-Reichard, Zellers

Absent: Seltzer, Yost

#### 1. Public Comments

No members of the public were present.

#### 2. Approval of Minutes of the February 13, 2018 meeting (action item)

Motion to approve by Mr. Reed, seconded by Mr. Burck. Motion carried unanimously.

#### 3. Approval of Vendor Report for February 2018 (action item)

Ms. Light indicated that the library has closed out 2017, including items such as cross-county border payments. Motion to approve vendor report by Ms. Paulisse, second by Mr. Burck.

#### 4. Director's Update / Library Board Report Review

Friday, April 27 is staff development day. The library will be closed, and all staff will be invited to participate. Wellness, library trivia, and discussion of the RFP and civic campus will be discussed. There will also be a tour of city hall, the senior center and Rowley house. The Board is invited to attend if they wish.

The SCLS calculates adjacent county reimbursements that will be paid to the library in the following year. Ms. Sansing reviewed the proposed amounts that will be paid to the library. Mr. Burck moved to approve, Mr. Tucker seconded. Motion carried unanimously.

Ms. Sansing noted the excellent work done by Jim Ramsey in scheduling legislative day, which is a difficult task.

a. Review of YTD budget and funding options for RFP

Ms. Sansing has worked to calculate revenue for upcoming capital projects, including the Archer Room and general library improvements. We know we have a minimum of \$236,870.69, but the amount will likely be higher depending on variables, including calculations pertaining to funds held by the city, capital funding, foundation disbursements or additional fundraising, including a possible request from the Friends.

The library is able to pull gifts and contributions into a bank account that is separate from the city into a new account. If the Board decides to do so, she recommends that the Board consider the creation of a treasurer position for the Board. As the month proceeds, she hopes to get a complete picture of the amount available.

5. New Business

a. First Review of RFP submissions for Interior Design Services (discussion)

Ms. Sansing reviewed the history of assessing needs for the building. The data work has been done, as well as analysis of the identity of the library. Some of the RFP responses we have received include proposals this work, but those services would not be needed. As the board assesses the RFP responses, it should consider the abilities of the design teams. Ms. Ritzenhaler pointed out that the prior work could be useful, but the design teams will also need times for a new assessment.

Ms. Sansing wants to identify priorities, and how those can be phased. For example, furniture in the children's area needs immediate replacement. The service desk is another urgent need. She proposed also involving the public, by, for example, allowing the public to try out and vote on chairs.

There was a wide range in quality of the responses, but not as much of a broad range in pricing. Ms. Ritzenhaler noted that the amounts in the bid are likely not comparable to one another, so it is important not to rely on the total amount. Instead, there are other variables that should be considered.

Ms. Sansing suggested that the Board take 2 weeks to come up with the top 2 or 3, and then invite those firms to come in for an interview before the Board votes in May. There is a spreadsheet on Google docs of the firms, including those who reached out to Ms. Sansing for additional information before submitting their bids.

Ms. Sansing also reviewed a proposed evaluation form to be used to evaluate each of the proposals. Mr. Reed, Ms. Ritzenhaler and Ms. Zellers will review and rank the proposals, and meet with Ms. Sansing within a week to determine which firms to invite for interviews that will be held prior to the April 10 Board meeting.

6. Old Business

a. Special Meeting Dates and Topics (action)

Ms. Sansing will send out dates and topics to the group to review options for possible special meetings. The goal of these meetings is to explore topics in depth, such as upcoming design work for the building.

b. 21<sup>st</sup> Century Library Presentation (link of Ms. Sansing's presentation for those interested.)

<https://wi-middleton2.civicplus.com/DocumentCenter/View/5166>

c. Personnel Committee: *The Library Board will convene into Closed Session in accordance with section 19.85(1)(c) of the Wisconsin Statutes for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Personnel Committee will share evaluation and summary of Library Director's performance with Library Board Members* (action)

d. Reconvene into Open Session (action)

7. Next Meeting: April 10<sup>th</sup>, 2018

8. Adjourn (action item)

Any person who has a qualifying disability as defined by the Americans With Disabilities Act and who requires the meeting or materials at the meeting to be in an accessible format must contact the Reference Desk at (608) 827-7403, located at 7425 Hubbard Avenue, Middleton, Wisconsin, at least 24 hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.

BOARD MEMBERS: If you are unable to attend this meeting, please notify Jocelyne Sansing, [jsansing@midlibrary.org](mailto:jsansing@midlibrary.org) or (608)827-7425 by 8 a.m. Monday, March 12th, 2018. ***Agenda Posted: 4pm on Friday, March 9<sup>th</sup>, 2018***