



Library Board Meeting Minutes
Tuesday May 8, 2018
5:30 pm
Leonard Archer Meeting Room

Call to Order 5:32 p.m.

Present: Trustees Burck, Paulisse, Reed, Ritzenthaler, Seltzer, Tucker, Ward-Reichard, Zellers; Library Director Jocelyne Sansing and Administrative Librarian Rebecca Light.

Absent: Yost

1. Public Comments

No members of the public were present.

2. Approval of Minutes of the April meeting (action)

Was noted that Mr. Reed (corrected – RL) abstained from the motion to convene into closed session. With that change, Ms. Ward-Reichard made a motion to approve the minutes of last meeting, seconded by Ms. Zellers. Motion carried unanimously.

3. Approval of Vendor Report March and April (action)

Mr. Reed made a motion to approve the vendor reports for March and April, seconded by Ms. Paulisse. Motion carried unanimously.

4. Old Business

a. Annual Policy review plan (discussion/action)

Ms. Sansing noted that many library policies have become outdated and should be reviewed. She proposes to review one-third of the policies every year, meaning that each policy will be reviewed at least every 3 years. An ad hoc committee was formed with Ms. Ward-Reichard and Mr. Burck. Ms. Sansing will convene the committee to review the policies in late summer.

b. After Hours program request for Strollin' Jazz (9/7), Expectocon (8/17) and Sondheim event (rescheduled to 5/18 due to weather on originally scheduled date).

These three upcoming events will require the library to stay open longer than scheduled hours. Expectocon is a paid event at the Marriott for Harry Potter fans, and Middleton Tourism would like to have ancillary events at the library. The Sondheim event was

rescheduled due to weather, and the only time available was a Friday night. Strollin' Jazz is also on a Friday night. Mr. Burck made a motion to approve the after-hours program requests, seconded by Ms. Zellers. Motion passed unanimously.

5. Committee Updates

a. Personnel

The Library Director's performance appraisal has been completed and approved by the personnel committee. Mr. Seltzer will share the appraisal with City Administrator Mike Davis.

b. Building

The Building committee will be reformed since many former members are no longer associated with the library. Mr. Seltzer, Mr. Reed, Ms. Zellers and Ms. Ritzenhaler will serve on the committee, supported by Ms. Sansing and Ms. Light.

c. Development

The work of this committee is in a holding pattern until we get going with the design work. There was a discussion of the status of the scope of work with the City, and a strategy to continue moving forward with a potential plan for a new library in the future.

d. Nominating - Review of Terms and Process of 2018-2019 Slate of Officers

A slate of officers to be voted on in June, and will go into effect in July. Ms. Sansing sent a chart showing the terms of current trustees. The current bylaws allow individuals to serve more than one year in a position. Also, when a trustee begins in the middle of a term, that person is eligible for two more three-year terms. The Mayor makes the call on whether to reappoint a trustee for a second term. Trustees interested in a position as an officer should email Mr. Seltzer.

6. Liaison Updates

a. City Council

Mr. Burck reported that citizen appointments are in limbo after the City Council voted to defer approval until a future common council meeting in response to numerous changes in appointees.

b. Friends

Mr. Reed reported that the Friends appreciation night at the Capital Brewery was a success, with more attendees than expected. He expressed his appreciation for staff attendance. Finances are in excellent condition.

c. MCPASD

Ms. Paulisse reported the District is considering a referendum in November, and recently conducted an extensive community survey. The survey suggests broad community support for a new elementary school at Pope Farm and an expansion of the High School. Support for expanding the middle schools was more mixed. She also reported that there is long term planning to search for a new superintendent since George Mavroulis is expected to retire at the end of the 2018-19 school year.

d. Community

Ms. Ritzenhaler reported that there has been good attendance at input sessions for the Middleton public plaza. There is support for a multi-generational space for use by the entire community, as well as support for a cultural space.

7. Director's Update / Library Board Report Review

Ms. Sansing reported the highlights from the Board report are an amazing turnout for the staff development day and a very well-received Friends event. The teens band night was a huge success, and will likely be held after hours next year.

a. Review of YTD budget

Ms. Sansing reported on the status of the library funds with the city. The budget is on target almost across the board. Those items that have been expended already were paid out in a lump sum at the beginning of the year, including the South Central Library system. She noted that the efforts of the Friends contributing to programming is a significant boost to the budget.

8. New Business

a. Scope of Work and contract pricing with HGA (action)

Ms. Sansing discussed the letter contract with HGA, and said she has no issues with the proposal. She is pleased by the organization of the letter contract. Ms. Ritzenthaler suggested questions about the letter, including having HGA suggest fundraising opportunities, considering changes to the entryway that could be accomplished without significant construction and ways to measure the impact of change. With these proposed changes, Mr. Burck moved to approve the letter, and Ms. Ward-Reichard seconded. The motion passed unanimously.

b. Financial gift management (discussion)

This discussion will be mostly tabled to next month due to lack of time. However, Ms. Sansing indicated that one issue she would like to discuss is adding a treasurer position to the Board. The nominating committee will call for a treasurer nominee, and the board will decide next month whether to add the position. Ms. Ward-Reichard will prepare a revised version of the bylaws that could be adopted in the event a treasurer position is included.

9. Next Meeting

A special meeting was proposed for May 24. We have not yet heard back from HGA on whether this is a meeting time that would work for them to attend. Trustees should continue to hold the time open.

10. Next Library Board Meeting to be held at Middleton Chamber of Commerce meeting room:

7427 Elmwood Ave, Middleton on June 12.

11. Adjourn

Mr. Burck moved to adjourn, seconded by Ms. Paulisse. Motion passed unanimously.