



Library Board Meeting Minutes
Tuesday June 12th, 2018
5:30 pm
Middleton Chamber of Commerce
7427 Elmwood Avenue, Middleton, WI

Present: Burck (5:37 pm – 6:02 pm), Paulisse, Reed, Ritzenhaler (5:44 pm), Seltzer, Yost, Zellers

Absent: Tucker, Ward-Reichard

Staff: Light, Sansing, Martha Van Pelt

Call to Order: 5:31 pm

1. **Public Comments:** none.
2. **Approval of Minutes of the May 8th, 2018 Library Board meeting (action item):** Moved by Zellers, seconded by Reed. Motion passed unanimously.
3. **Approval of Vendor Report May 2018 (action item):** Moved by Burck, seconded by Paulisse. Abstained: Yost. Motion passed unanimously.
4. **Special Guest – Martha Van Pelt, SCLS Director:** Van Pelt spoke about the unique challenges facing library boards.

Hiring the Library Director: this is the most important job of the board! The director oversees other library personnel.

Policies: The board oversees policies, staff oversee procedures.

Common Policies:

- (a) Intellectual Freedom: internet, collection development, and display are examples of common challenges. Many libraries choose to follow ALA guideline for these policies.
- (b) Code of Conduct: should reflect how staff are treated and how staff treat patrons. Try to write generally, rather than describing every possible violation. Include consequences for violating policy.
- (c) Open Meetings: be familiar with open/closed meeting distinctions.
- (d) Meeting Room: if a library's room is open to the public, it must be open to all groups. A library can put restrictions on how often groups can use the room, or allow library events to take priority, as long as this applies to all public groups equally.

Budget: This is tied closely with your relationship with your city. It is good practice to attend city meetings often, not just at budget season.

Relationship with the City: This is key. Don't "win the battle" to "lose the war."

Advocacy: A critical role of the board. Have your “elevator pitch” about library offerings ready for those you meet in public. Also be ready to contact legislators to advocate for the library.

<http://wla.wisconsinlibraries.org/legislative/advocacy/selected-library-advocacy-web-sites>

Trustee Essentials

<https://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>

Wisconsin Trustee Training Week Aug. 13-17, 2018

www.wistrusteetraining.com

Library Bill of Rights

<http://www.ala.org/advocacy/intfreedom/librarybill>

5. Old Business

- a. Library Board Composition Review: Sansing recommended the addition of a treasurer position to the slate of officers. The treasurer will provide management and communication regarding library gifts and donations as outlined in WI State Statue 43.58(1). A more complete job description will follow in July.
- b. Nominating Committee Presents 2018-2019 Slate of Officers (action):
 - President: Cynthia Zellers
 - Vice President: Robert Burck
 - Secretary: Courtney Ward-Reichard
 - Treasurer: MaryBeth PaulisseRitzenthaler moved to accept the slate, seconded by Reed. Motion passed unanimously.

6. Committee Updates

Personnel: For the 2019 Budget request, Sansing is prioritizing reclassifications and adjustments to current positions. Current reclassifications and adjustments apply to Circ and Acquisitions and Admin Librarian positions, and are projected to cost \$10,954.20.

- a. Building: HGA held its first meeting with library staff and stakeholders, focusing on visioning. The group identified 4 top priorities for the project:
 1. Service (Desk)
 - o Quantity
 - o Self-Check
 2. Opening up the Building / Entry Experience
 3. Lower Level Experience
 - o FF+E
 - o Maintain Collection
 4. Material-Return Experience
- b. PR/Communications: Sansing shared plans for public communication of the HGA improvements project. She will write an article for the upcoming library newsletter, and is planning a press release and articles in local papers. Seltzer encouraged additional updates to the City Council.
- c. Development: This committee is on hiatus while a larger group works on the HGA project.

7. Liaison Updates

- a. City Council: no update.
- b. Friends: Friends meeting are on hiatus for the summer. Seltzer would like to formally thank the Friends for the Open House event for staff and board members. This was an excellent event!
- c. MCPASD: Paulisse reported that the school district is continuing to plan for the referendum vote in the fall.
- d. Community: Ritzenthaler reported that public input for the plaza is complete and has been shared with city officials.

- 8. Director's Update/Library Board Report Review and Budget Update:** Sansing reviewed preliminary 2019 budget documents. She highlighted staffing increases (see "2019 Library Reclassification" doc) and a draft of the 2019 Operating Budget.
- 9. New Business**
 - a. Review of WI State Statues [43.58\(1\)](#) – covered in Old Business
 - b. Proposed 1-2 month goals of Treasurer – covered in Old Business
- 10. Next Meeting:** July 10th, 2018 5:30pm
- 11. Adjourn (action item):** Moved by Ritzenthaler, seconded by Yost. Adjourned at 7:14 pm.

Minutes recorded by R. Light