



## Library Board Meeting Minutes August 14, 2018

The meeting was called to order by President Cindy Zellers at 5:31 p.m.

Present: Robert Burck, Marybeth Paulisse, Roshelle Ritzenhaler, Robert Seltzer, Jeremiah Tucker, Courtney Ward-Reichard, Thomas Yost, Cindy Zellers, Library Director Jocelyne Sansing and Administrative Librarian Rebecca Light.

Absent: David Reed

1. Public Comments

No members of the public were present.

2. Approval of Minutes of the July 10, 2018 meeting

There is a delay in the preparation of the minutes, so approval needs to be deferred to the September meeting. Mr. Burck moved to defer action on the minutes to the September meeting, Mr. Yost seconded. Motion passed unanimously.

3. Approval of July 2018 Vendor Report (action item)

Ms. Light reported that the library has discontinued its subscription to HQ because the same information is available through the SCLS.

A contribution of \$250 to the Middleton Library Foundation was received from a patron.

The dumpster enclosure at the back of the library is nearing completion. This expenditure was a capital request from last year. Any funds allocated for this project that are not spent will remain as capital carryover, which can be used for other purposes. Ms. Sansing emphasized that she is always careful to get bids and estimate costs as closely as possible when making requests.

Mr. Seltzer moved to approve the vendor report, and Ms. Ritzenhaler seconded. Passed unanimously.

#### 4. Old Business – Elevator Speech

The Board discussed developing an elevator speech to advocate for the library. In addition to the actual words said, it is important to recognize opportunities to employ the elevator speech. Board members made suggestions and practiced potential pitches to community members to value the library and support capital improvements.

#### 5. Committee Updates

##### a. Policy

Ms. Sansing has created a spreadsheet of the library's 26 policies, and has identified 10 policies for review and update this year. Mr. Burck and Ms. Ward-Reichard will meet with Ms. Sansing in the next month to begin this process. Ms. Sansing suggested the creation of a policy regarding how policies are reviewed so they are updated on a regular basis.

##### b. Building

Ms. Sansing reported that the building committee had its third meeting with HGA, and shared a spreadsheet showing an inventory of existing areas and public square footage, as well as a floor plan to scale made using Revit. These floor plans will be used for planning and design, as well as for a statistical measurement for outcomes, such as benefits from consolidating staff space. The Revit files will also be useful for future planning, and the creation of a master facilities plan.

The next meeting still needs to be scheduled, likely in October.

##### c. Development

The committee needs to schedule a meeting to discuss fundraising and end of the year gifts, likely in early October. Mr. Seltzer mentioned that timing might now be different because people wait to determine whether to itemize deductions. Ms. Zellers suggested focusing on older people who might have be required to make minimum withdrawals from retirement accounts.

#### 6. Liaison Updates

##### a. City Council

Mr. Burck had no report.

##### b. Friends

Mr. Reed was not present.

##### c. MCPASD

Ms. Paulisse noted there is a significant amount of staff training in preparation for the start of school, as well as preparation for the November referendum.

d. Community

Ms. Ward-Reichard noted that the Middleton Good Neighbor Festival begins on August 24. The library be in the parade on August 26, with the Dane County Bookmobile. Trustees are invited to join.

7. Director's Update / Library Board Report Review

a. 2019 Capital Budget

The capital improvement budget has been broken into phases, including interior updates, mechanical and restrooms and a vehicle. The total costs projected in 2019 are \$400,000, but these amounts are already allocated. There are currently no anticipated additional capital requests to the city in the 2019 budget. Ms. Sansing noted a shift to value-based performance outcomes for these capital projects. There will be a need to assess ADA requirements, and other access issues as part of the project.

Mr. Seltzer suggested that it might be advisable to make a request for some additional funding in 2019 so that there are incremental requests instead of significantly larger ones in future years. Mr. Burck suggested that the Council would prefer that there not be a request unless there is a specific need, and that instead Ms. Sansing should continue to keep the Council updated on the need for future requests. The trustees agreed with this approach.

Mr. Burck moved to approve the Capital portion of the 2019 budget request. Mr. Tucker seconded. Motion passed unanimously.

b. 2019 Personnel Budget

This is a personnel change request for a new FTE that would replace the Media Maker services and allow some other shifting of responsibilities. There is a net cost of \$79,000. This same request was made for 2018, and was denied. However, making the request continues to document the need.

Mr. Burck moved to approve the Personnel portion of the 2019 budget request. Mr. Seltzer seconded. Motion passed unanimously.

c. 2019 Operating Budget

Library revenues are up \$56,000 with the county disbursement, based on the Dane County formula. Printing and copying revenues are also up.

Ms. Sansing suggested that the line item of "Library Endowment Distribution" should be removed from the budget and treated separately from municipal and county proceeds. Endowment distributions are under the control of the Library Board.

There are no large increases requested. However, Ms. Sansing noted that, under state law, the library will lose tax exemption status (a cost of approximately \$1 million) if there is a decrease in allocation in 3 out of 10 years.

Mr. Burck moved to approve the Operating portion of the 2019 budget request. Mr. Seltzer seconded. Motion passed unanimously.

8. New Business

The SCLS Technology Services Agreement needs to be signed, but not until October. The issue will be tabled until the September meeting. Mr. Yost moved to table this issue until September, and Mr. Seltzer seconded. The motion passed unanimously.

The staff of Middleton Outreach Ministry declined to participate in the proposed Readmobile pilot program because of some leadership changes. Ms. Sansing will continue to explore other alternatives for future years.

9. Next Meeting: September 11, 2018 at 5:30 p.m.

10. Adjourn (action item)

Motion to adjourn made by Ms. Burck, seconded by Mr. Seltzer. The motion passed unanimously.