



Library Board Meeting Minutes September 11, 2018

The meeting was called to order by President Cindy Zellers at 5:30 p.m.

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

Absent: Robert Seltzer

1. Public Comments

No members of the public were present.

2. Approval of Minutes of the July 10, 2018 and August 14, 2018 meetings

The minutes of the July meeting have been drafted, but need to be finalized. Motion to defer approval of the July minutes until the October meeting. Motion by Ms. Ward-Reichard, and second by Mr. Reed. Motion passed unanimously.

Motion to approve the minutes of the August 14, 2018 meeting, Motion by Mr. Tucker, second by Mr. Yost. Motion passed unanimously.

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

Magazine subscriptions (EBSCO) for 2019 have been paid, which is a large expenditure for the month. There was also a vendor charge of \$11,000 for books in the month. Mr. Tucker moved to approve the vendor report, and Mr. Reed seconded. Motion passed unanimously.

4. Old Business

a. SCLS Technology Services Agreement (action item)

The library participates in a Technology Services Agreement with South Central Library Services because it needs ILS services in order to be able to share with other libraries. In order to receive these ILS services, SCLS requires the library to also purchase infrastructure services that it does not need because the library has an IT officer on staff. For example, the library must enroll a minimum number of computers in a PC services agreement with SCLS, even though the library has better IT resources than SCLS. Ms. Sansing has attempted to negotiate for ala carte services instead, but has not been able to change the parameters of the agreement.

Motion to approve signing the SCLS Technology Services Agreement. Motion by Ms. Ritzenthaler, second by Ms. Paulisse. Motion passed unanimously.

b. 2019 Budget & Dane County Tax Exemption

Ms. Sansing discussed timing of the library budgeting process with other budgeting at the system and statewide level. Dane County municipal valuations come out after the library budget has already been through several rounds of drafts. Per Chapter 43 of the Wisconsin Statutes, the city needs to provide a certain level of funding to the library based on the municipal valuation. Because of an increased allocation to the city from the county, the city now needs to increase the amount of funds spent on the library by \$96,851 in order to maintain the library's tax exempt status. Loss of tax exemption would cost well over \$800,000.

Ms. Sansing will continue to participate in budget meetings with the city, and intends to propose a plan to increase the operating budget allocation in order to maintain tax exempt status. Items include the request made previously for an FTE allocation for a Library I position, which would allow the Outreach Librarian position to be full time. There is also a transfer of a line item related to increased insurance for workers compensation and liability from the city to the library's budget, and a personnel contingency line item related to cost of living increases.

Mr. Burck stated that it will be a tough couple of years for the city as a result of the flood damage and other one-time expenditures. It will be important to explain to the common council how the law requires this increase in the library funding, and a loss of tax-exempt status would be more expensive in the long run. It will also be important to explain how the new position could assist the city in the years to come.

c. Recommendation to Finance Committee for allocation of increase (action item)

Motion to approve Ms. Sansing's proposed recommendation to the City Finance Committee that there be an increase in operating funds for the library as required due to the increased municipal valuation. Motion by Ms. Ward-Reichard, second by Mr. Yost. Motion passed unanimously.

5. Committee Updates

a. Personnel
No report.

b. Building
We are moving forward with the HGA design concepts. On Thursday, Ms. Sansing will work with the staff to flush out more details and give feedback to HGA.

c. Development
The Development Committee needs to meet, in part to discuss the role of the new position of Treasurer and how to maximize the holiday giving season.

d. Policy
Mr. Burck and Ms. Ward-Reichard have begun the process of reviewing 10 library policies in order to recommend possible changes. They will meet with Ms. Sansing later this month to review the policies in detail.

6. Liaison Updates

a. City Council

Mr. Burck reported that the City Council has been dealing with August 2018 flooding, and assessing the time and effort that will be required to recover from this event. There will be some major reallocations of where money is spent in the 2019 budget.

b. Friends

Mr. Reed reported that the Friends reconvened after a summer hiatus. The budget continues to grow with donations, including the donation of thousands of CDs. As a result, the Friends will be able to support expanded library programming.

c. MCPASD

Ms. Paulisse reported that school is underway, even with the effects of the flooding. The most significant impact of the flood was at the transportation department, but fortunately no vehicles need replacement. Planning for the referendum in November is continuing. There are open houses scheduled where members of the community can ask questions.

d. Community

Ms. Ritzenthaler stated that the advisory team for the downtown public plaza will host a public input process at the library in early October to get feedback on proposals.

7. Director's Update / Library Board Report Review

Ms. Sansing stated that circulation continues to increase, even as national and system numbers are decreasing. We are at 51.8% use of self-checkout, with a desire to increase that percentage. Visits and wifi use remains high. There were almost 700 people in the library last Friday for the Strollin' Middleton jazz music event.

8. New Business

a. Back to Basics Joint Meeting with Common Council, Library Board, Friends, Staff, etc.

Every year the planning commission and other city departments have a public meeting with the common council. Ms. Sansing proposes that the Library Board, Friends and Staff come together for a joint meeting to discuss funding and a mission and vision for the library, and to get to know each other. Mr. Burck said the council would probably be willing to participate if it's a shorter meeting.

b. WiLS support for Strategic Planning

This will be on the October agenda for action. Ms. Sansing believes that now is good time to take a more thoughtful approach to strategic planning for the library as a whole. This would be a visionary, long-term project, which would be more task and vision based. We could also couple this with the program from HGA for public input to include as part of the strategic planning process. WiLS offers ala carte services that we could use to promote our strategic planning process.

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

10. Adjourn (action item)

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