



## Library Board Meeting Minutes October 9, 2018

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

Present: Robert Burck, MaryBeth Paulisse, David Reed, Robert Seltzer, Jeremiah Tucker, Courtney Ward-Reichard, Tom Yost, Cindy Zellers, Library Director Jocelyne Sansing, Administrative Librarian Rebecca Light, and Children's Librarian Lori Bell.

Absent: Roshelle Ritzenthaler

1. Public Comments

No members of the public were present.

2. Staff Presentation by Lori Bell, Children's Librarian

Ms. Bell explained her responsibilities for collection management for the age group birth through 12: fiction, non-fiction, graphic novels and software. She plans and institutes programming for children as well. She discussed the connection between books and events with children – sometimes children come in for an event and check out a book, and sometimes children come for a book and learn about an event. She described events, such as story time, baking classes and learning the ukulele for story time.

She feels very fortunate to be in this library because of the generous book budget and program funds provided by the Friends. A dream would be better carpet in the facilities, tables on wheels, and more space. She has not felt she couldn't run a program because of lack of funds.

Some programs are also limited because of space and materials, and sometimes participants need to be turned away. But she works very hard to accommodate as many kids as possible. A paint class was an example – three weeks out, there were already 11 kids on a waiting list for the class. But, Ms. Bell purchased additional easels and will try to accommodate them all.

Ms. Bell is working with Patrick Williams on tracking demand for events with the number of individuals on a waiting list and number of participants. Mr. Seltzer noted that this data will be very important to use in advocating for expanded facilities and additional staff.

3. Approval of Minutes of the July 10, 2018 and September 11, 2018 meetings  
Motion to approve the minutes of the July 10, 2018 meetings. Motion to approve with a note that the original minutes were lost and recreated to the best of the Board's recollection. Motion by Mr. Seltzer, second by Mr. Reed. Ms. Paulisse abstained. Motion passed unanimously.

Motion to approve the minutes of the September 11, 2018 meeting. Motion by Mr. Burck, second by Mr. Tucker. Motion passed unanimously.

4. Approval of September 2018 Vendor Report (action item)  
Ms. Light pointed out that we have received the yearly disbursements from library endowments, the general endowment (nearly \$9,000) and the Large Print endowment (just over \$1,200). Ms. Sansing asked the Board to discuss and take action next year to decide whether to take the entire payments or to allow the disbursements to remain in the funds. The general funds are typically used for capital expenditures that are not covered by city budget funds. These funds were also used in the past to support the Unity project.

Ms. Sansing also noted that these funds are deposited with the City, and held in its own account within the 204 revenue fund. Foundation money and allocations from the Friends are not deposited into City accounts. A longer-term goal is to understand how to separate these funds from taxpayer money, and still remain in operational compliance. We want to be mindful of compliance requirements.

Mr. Burck moved to approve the vendor report, and Ms. Paulisse seconded. Motion passed unanimously.

5. Old Business
  - a. WiLS (Wisconsin Institute of Library Services) Strategic Planning Services  
Ms. Sansing discussed a proposal for strategic planning services from WiLS. Ms. Sansing noted that she spoke with directors from the Columbus Library and the Shorewood Public Library. Both were very positive about the services of WiLS. Ms. Sansing notes that there are other potential vendors, but they would be much more expensive, and not as focused on library services.

Ms. Sansing suggested choosing from some of the potential services offered by WiLS, and not going forward with the entire proposal. The government questionnaire and public input options are of the most interest. One aspect is to work with the research we have already done. Board members suggested follow up questions including: how to use existing data as an environmental scan, evaluating the data we already have in order to determine whether it is useful, whether the data aligns with the City's feedback survey and what could be done by WiLS for various price points.

Ms. Sansing cited two major goals: updating the strategic plan so that it is more dynamic and actionable, the second goal is to get public input and feedback on library services and programs. Mr. Seltzer wants to make sure that we think of ourselves as a community service rather than just a library. We want the public input to be more of a value-based inquiry.

Ms. Sansing will follow up WiLS on these questions, and report back next month. Action will be held until the next meeting.

6. Committee Updates

a. Personnel

No report.

b. Building

Ms. Sansing reports that the fourth meeting was held with HGA, and good progress is being made. By November, there may be some renderings.

c. Development

The Development Committee will meet later this month to discuss gifts, holiday donations and to regroup the work of the committee.

d. Policy

Mr. Burck reported that he and Ms. Ward-Reichard have reviewed 1/3 of the policies, and realized it will be difficult to evaluate without looking at all of the policies. It is also necessary to make sure that policies are consistent with the City policies, especially with respect to personnel issues. Work of the committee will continue. As they are finished, proposed final amended policies will be shared with the Board.

7. Liaison Updates

a. City Council

Mr. Burck reported that it is budget time, and on October 10 there will be discussions about personnel and headcounts. It will be difficult to add personnel this year for any city department, and there will be pressure to cut costs. The issue of the required increase in the library budget allocation to preserve tax exemption has been communicated to the council, along with the suggestion of an additional FTE. Ms. Sansing indicated that there may be requests for an update for capital improvements in coming years.

b. Friends

Mr. Reed reported that the Friends recently met, and have resources to spare. There was discussion of making a donation to the development fund. October 16 at 7:30 p.m., all Board members are invited to a ceremony at City Hall announcing that the week will be Friends of the Library week.

c. MCPASD

Ms. Paulisse reported that there is one more community session for the referendum. The sessions have been sparsely attended, and most attendees were people without students in the district.

d. Community

Ms. Reichard reported that on November 1, MHS Theatre will hold a fundraiser for the Conservancy in connection with the Our Place One Act play performance. The fundraiser will be held at 7:00, with the play performance at 7:30.

8. Director's Update / Library Board Report Review

a. Library Journal Design Institute Highlights.

Ms. Sansing and Ms. Light reported on trip to Minneapolis with Ms. Light for a seminar on library design. She shared highlights of library tours, and many ideas from seminars attended.

9. New Business

a. 2019 Closures

Ms. Sansing discussed the proposed closure calendar for 2019, including holidays and staff development. Motion by Mr. Seltzer to accept the proposed 2019 closure calendar, second by Mr. Burck. Motion passed unanimously.

10. Next Meeting: November 13, 2018 at 5:30 p.m.

11. Adjourn (action item)

Meeting adjourned due to lack of quorum at 7:10pm.