



## Library Board Meeting Minutes December 19, 2018

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

Present: Robert Burck, MaryBeth Paulisse, David Reed, Roshelle Ritzenthaler, Robert Seltzer, Courtney Ward-Reichard, Tom Yost, Cindy Zellers, Library Director Jocelyne Sansing, and Outreach Librarian Amy Perry.

Absent: Jeremiah Tucker

1. Public Comments

No members of the public were present.

2. Staff Presentation by Amy Perry, Outreach Librarian

Ms. Perry's position is currently split between outreach and youth services. The goal in budgeting is to have Ms. Perry's position move towards 100% outreach.

Ms. Perry's background is as a children's librarian, and previously worked in San Francisco. She moved to Middleton and began working at the Middleton Library in 2015.

Her role is to bring library services into the community in order to promote early literacy and to reach non-users and underserved groups by connecting with schools, underserved communities, non-profits, businesses, and other city agencies.

Ms. Perry provided a handout with examples of the places she visits, such as 4K classes, Gio's Garden, YMCA afterschool sites, Middleton Youth Center, training high school students in early childhood education classes, high school job fair, summer reading promotion (including visits to the Splash Pad at Lakeside Park), Voss Haus senior housing and Artisan Memory Care.

Some of her visits are requested by groups in the community, sometimes she reaches out to arrange visits. She receives financial support from the Friends and library services. She gives away books that have been taken out of circulation or donated.

3. Approval of Minutes of the November 13, 2018 meeting.

Motion to approve the minutes of the November 13, 2018 meeting. Motion by Mr. Burck, second by Mr. Seltzer. Motion passed unanimously.

#### 4. November Vendor Report

Ms. Sansing noted that invoices are coming in for 2019, which creates some challenges in accounting to determine whether expenses should be assigned to 2018 or 2019. Staff have been moving on weeding and replacement of AV and book materials in preparation for upgraded shelving next year.

Mr. Reed asked why there were a number of Amazon transactions. Amazon is often used for out of print materials or interlibrary loan requests.

Motion to approve by Mr. Burck, second by Ms. Ward-Reichard. Motion passed unanimously.

#### 5. Old Business

- a. January 8, 2019 Combined Meeting with Library Board, Friends and Elected Officials  
We have a quorum of city council members planning to attend the meeting. The meeting will be held at 5:30, the regular time of the Board meeting. The agenda will include introductions, a "state of the library" discussion, and a presentation by the Friends by Karen Natoli. Ms. Sansing will also provide stats by Alder district on usage.
- b. WiLS (Wisconsin Institute of Library Services) Strategic Planning Process  
Ms. Sansing reported that the team has been chosen. Ms. Paulisse and Ms. Zellers will participate from the library board. Planning is in progress, with plans for a meeting in January to outline parameters, and provide training in community conversations.

#### 6. Committee Updates

- a. Personnel  
In March, there will need to be the Director's review.
- b. Policy  
The committee of Mr. Burck and Ms. Ward-Reichard is scheduled to meet tomorrow afternoon, with the goal of moving forward on recommended policy changes.
- c. Building  
The committee is reconvening with HGA, and are back on track. There was a delay with making sure everyone is on board with the direction. Options were presented of minimal, moderate and drastic change. The committee liked the drastic change, but decided it was too much and would change the essence of the facility too much, and that the goal should be moderate change. However, there were concerns that some proposed changes by HGA were really drastic changes, especially for the staff.

The committee has re-grounded with HGA, and set the next two meeting dates. By the end of January, meeting 6 and 7 will be completed, and the RFP for furniture will have been released, and responses in the process of review. There will be samples and a plan for the February meeting.

- d. Development  
The committee met on November 30, and is scheduled to meet again on January 3. The goal is to be timely, specific and inspiring. The timeline is to announce the campaign in March, and run through the end of the year. The precise goal is yet to be determined. HGA's cost estimate (without moving stacks or technology) is \$500K for the project. So,

the campaign goal will likely be \$100K or \$150K. The last fundraising campaign was in 2004, and that campaign was not an ongoing event. This will be a good build up for a Capital Campaign or referendum vote.

There was a discussion of the fundraising for the City plaza. That campaign is separate and will also happen early in the year. The committee also discussed how to reflect the impact of donations on the website, and ways to donate.

Ms. Sansing noted that there is now a space on the website for committee minutes and agendas for the library website.

7. Liaison Updates

a. City Council

Mr. Burck reported that budget session is completed, with money allocated for new positions. There were contentious issues, but the animosity has been resolved.

b. Friends

The Friends will donate \$45,000 to the Library for services in 2019, which is up \$5,000 from last year.

c. MCPASD

There has been joint planning with the library, and Rebecca Van Dam has been meeting with the library media specialists in the school district. The goal is to increase outreach with families. Ideas include having outreach during events like parent-teacher conferences.

d. Community

No report.

8. Director's Update / Library Board Report Review

a. Budget

Ms. Sansing reported that there will be an almost \$96,000 increase in the budget line for the library for the county allocation increase and the city's valuation increase. These amounts are not yet reflected in the published version of the budget. This will provide the funding for an additional full-time position. Ms. Sansing is waiting to see the outcome for some potential upcoming personnel changes. Her goal is to have a job description by March and someone on board by summer.

The Foundation total value is just over \$3,700. There was an addition of \$1,300 to the endowment over the last month.

Ms. Sansing and Ms. Light will meet with financial personnel from the city to discuss funds held by the city, and how to maximize interest or investment revenue. She will also seek to understand why the city reports and audits the endowment.

b. DPI Inclusive Services Survey

This is a draft from the Department of Public Instruction for The Inclusive Services and Assessment and Guide for Wisconsin Public Libraries. There was a team state-wide, which intended to provide a self-assessment tool and guide. This is the kind of material that will be part of the strategic planning process.

9. New Business

a. April 26, 2019 Battle of the Bands

This is an annual program that happens at the library during the evening. There is live music, and teen bands. Motion to have an after-hours program from 6 to 8 PM on April 26, 2019 for the Battle of the Bands. Motion by Mr. Ritzenthaler, second by Mr. Seltzer. Motion passed unanimously.

10. Next Meeting: January 8, 2019 Combined Meeting of Library Board, Friends of the Library and Middleton City Council

11. Adjourn (action item)

Motion by Mr. Seltzer, second by Mr. Burck. Motion passed unanimously.