



Library Board Meeting Minutes February 12, 2019

The meeting was called to order by President Cindy Zellers at 5:29 p.m.

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

Absent: Roshelle Ritzenthaler, Robert Seltzer, Tom Yost

1. Public Comments

No members of the public were present.

2. Approval of Minutes of the December 2018 and January 2019 meeting.

Motion to approve the minutes of the December 2018 meeting. Motion by Mr. Burck, second by Mr. Reed. Motion passed unanimously.

Motion to approve the minutes of the January 2019 meeting. Motion by Mr. Burck, second by Mr. Reed. Motion passed unanimously.

3. December 2018 and January 2019 Vendor Reports

Ms. Light reported that in December, there were more payments to design firm HGA, and significant donations to the endowment, foundation and special funds like Katie's Kids. The January report is always difficult because of the need to determine whether expenses should be allocated to 2018 or 2019. Some expenses were paid in 2019, but reported in 2018 because the payments relate to expenses incurred in 2018.

The annual South Central Library System service fee of \$83,398.10 was also included on the January report. This amount was a slight increase from the prior year.

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

4. Old Business

- a. January 8, 2019 Combined Meeting with Library Board, Friends and Elected Officials Reflections

Ms. Zellers reported that this was a great opportunity for the council members to hear about the library, but that attendance was somewhat disappointing, and some council members needed to leave early. The Board praised Ms. Sansing for her valuable presentation to the attendees, including information on the many uses and resources of the library. The statistics provided to council members on library usage from their districts were also interesting.

The Board would like to continue this kind of meeting on an annual basis. Mr. Reed wants to make sure that we are clearly communicating the reason and need for the meeting.

5. Committee Updates

- a. Policy

The committee has made good progress on revamping policies. The last batch of policies to be revised are service focused, and input is being sought from library staff. The March meeting will include approval of the policies. The Board members will receive the policies in advance, and it is hoped that they will read them with an eye towards macro changes.

- b. Personnel

Ms. Sansing's evaluation will be conducted in coming weeks. The committee will consist of Ms. Zellers, Mr. Tucker and Mr. Seltzer. Moving the review to this time period will be consistent with timing of other City employee reviews and compensation adjustments. The evaluation will be presented for approval at the April meeting.

- c. Building

An inventory of furniture needs has been conducted, and an RFP prepared that will be sent to 3-4 furniture firms. We are looking for a vendor who will look at this as a partnership. There will be tours for the vendor candidates. The selected firm will be on board by the of March or early April, the procurement process will go through June, and installation will begin in July. Demolition of the service desks will take place in September.

Ms. Sansing reviewed the proposed floor plan of the renovations. Total furniture cost is \$117,000, which will be spent through one firm. The Board reviewed renderings from HGA. The change of the circulation desk will be most significant for both patrons and staff.

The life span of the improvements are expected to be 10-12 years, which still gives flexibility to make future changes, including participation in a future civic campus. It is important that the fundraising campaign emphasize that this is transitional, and only a step, which is embodied in the campaign title The Next Chapter.

d. Development

The Development Committee has recommended a total budget of \$500,000 for the remodel, with \$300,000 already available from various existing funds. That means a fundraising effort of \$200,000.

Ms. Sansing and Ms. Light have met with the Madison Community Foundation about accepting donations for the campaign, and recommend that the library use MCF. MCF will accept donations, and will charge a fee based on the number of donors. We have an account with the SCLS Foundation, but it lacks the administrative capacity to handle a fundraising campaign of this size, based on its performance with existing fundraising. MCF has invited the library to apply for a \$25,000 matching grant as part of the campaign.

Campaign funds would be kept in City fund accounts, but all donations would still be under control of the library board. Ms. Sansing sought guidance from Wegner CPAs and other library directors about how to handle raised funds, and found that there are many approaches. Keeping funds with the City provides ease of administration, and Ms. Sansing feels she has a positive relationship with the Finance Department that we should build upon.

The Development Committee is looking at donor management software, which may be combined with the Friends so that we can track donors together.

Motion to approve a fundraising campaign of \$200,000. Motion by Mr. Tucker, second by Ms. Paulisse. Motion passed unanimously.

Motion to approve the establishment of a Madison Community Foundation pass through account for the campaign. Motion by Mr. Tucker, second by Ms. Paulisse. Motion passed unanimously.

6. Liaison Updates

a. City Council

Excitement is building for the community campus, including the tremendous RFP prepared by the City.

b. MCPASD

Focus is on hiring a new superintendent, and a principal for the new elementary school and a replacement for Steve Soeteber at Kromrey.

c. Community

No report.

7. Director's Update / Library Board Report Review

a. Budget

Ms. Sansing has sent the link for the 2019 budget. She also sent separately the statements for foundation

b. WiLS

The kick-off meeting was held with WiLS for strategic planning. Next step is community conversations, which will happen in March. This will be a fantastic opportunity to engage the public in the Next Chapter project. A 10 minute survey in English and Spanish will be part of the process. The Board will be asked to help distribute the survey.

8. New Business

a. Approval of the Dane County Agreement for Extension of Library Service

Motion to approve Dane County Agreement for Extension of Library Service by Mr. Burck, second by Mr. Tucker. Motion passed unanimously.

b. Approval of the 2018 Annual Report to the DPI

Motion to approve 2018 Annual Report to the DPI with corrections to be made by Ms. Sansing, and to be signed by Ms. Zellers when ready. Motion by Mr. Burck, second by Mr. Reed. Motion passed unanimously.

9. Next Meeting: March 12, 2019

10. Adjourn (action item)

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