



Library Board Meeting Minutes March 12, 2019

The meeting was called to order by President Cindy Zellers at 5:32 p.m.

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

Absent: Jeremiah Tucker, Tom Yost

1. Public Comments

No members of the public were present.

2. Approval of Minutes of the February 2019 meeting.

Motion to approve the minutes of the February 2019 meeting. Motion by Mr. Burck, second by Ms. Paulisse. Ms. Ritzenthaler abstained. Motion passed unanimously.

3. February 2019 Vendor Report

Ms. Light discussed the report, including payments to HGA in the total of \$10,570.17, including two payments from 2018. Ms. Sansing reported discussions with City finance personnel indicating approximately \$20,000 left over in the budget from 2018, which was then carried over into 2019 in Fund 850. There will be a mechanism for Next Chapter payments to be handled more directly through the City in the coming year.

Motion to approve report by Mr. Burck, second by Mr. Seltzer. Motion passed unanimously.

4. Old Business

- a. Policy Approval

The Board reviewed proposed changes to the Gift and Fundraising policy, and a new Naming Rights policy, making some changes in wording to ensure clear meaning.

Motion to approve the Gift, Fundraising and Naming Rights policies, as presented. Motion by Mr. Burck, second by Mr. Seltzer. Motion passed unanimously.

5. Committee Updates

a. Personnel

Ms. Zellers reported that she had asked Ms. Sansing to do a self-evaluation. The goal is to approve the final evaluations at the May meeting.

b. Building

Ms. Sansing reported that four firms have responded to the RFP for furniture and construction. HGA has experience working with all four vendors, and we have references. A decision will be made by next week. The goal is to look at the dealer as a partner going forward for future phases.

Ms. Sansing discussed plans to change some workflows now, so that staff can be trained and start to get used to changes. The help desk functions will move to the circulation desk, and renderings of the changes will go on the help desk.

Ms. Sansing will be meeting with AlphaGraphics to discuss signage options.

These improvements will be intended to last for 8-10 years while we continue to work with the City on the best use of land downtown, including the library.

c. Development

The Development Committee has met twice since the last Board meeting. Ms. Light has prepared samples of a logo for the Next Chapter campaign. Overall project cost is \$500K, \$300K of which is already secured. The \$200K to be raised will include campaign costs and any fees to MCF, as the folder of the pass-through account. MCF has also offered us the ability to apply for a matching grant out of cycle.

The library is in the process of applying to various Foundations for support.

The committee has identified areas for possible naming rights as part of the campaign, and will continue to discuss the best approach. Ms. Sansing asked the Board to make any suggestions of possible targets or contacts.

We are purchasing donor software in conjunction with the Friends called Little Green Light. It will be used to track and monitor donors.

6. Liaison Updates

a. City Council

Mr. Burck indicated there was nothing to report.

b. Friends

Ms. Sansing reported on the listening session for the Friends regarding the move of the book sale upstairs. There is resistance from some members, including concerns about visibility and safety. It is also a challenge from an inventory perspective. There is an internal staff team helping with the move and the timing.

c. MCPASD

Ms. Paulisse reported that the search for the superintendent is down to two candidates, who were interviewed during the past few days. An announcement is expected soon. A new principal has been hired for the new Pope Farm Elementary School.

d. Community

No report.

7. Director's Update / Library Board Report Review

Ms. Sansing reported that Jim Ramsey has resigned his position to take a position as Library Director in Stoughton. This is a key position on the management team, and will be nationally recruited. The position will be posted by tomorrow, and will remain open for four weeks.

Ms. Sansing reviewed usage statistics. Usage was down in February, but it was a difficult month due to the weather.

8. New Business

a. Trustee appointments and annual calendar review

Ms. Sansing reviewed the process for Board appointments. The Mayor appoints the committee and Board members. Mr. Tucker's term will expire, and other terms are up for renewal, including Ms. Zellers, Ms. Ward-Reichard and Mr. Reed. In May, there will be a nominating committee meeting.

9. Closed Session

Motion to go into closed session to discuss personnel issues. Motion by Mr. Seltzer, second by Mr. Burck. Motion passed unanimously.

Motion to go into open session. Motion by Mr. Burck, second by Mr. Seltzer. Motion passed unanimously.

10. Next Meeting: April 9, 2019

11. Adjourn (action item)

Motion by Mr. Burck, second by Mr. Seltzer. Motion passed unanimously. Meeting adjourned at 7:15 p.m.