



**Middleton Public Library Board Meeting Minutes
April 9, 2019**

The meeting was called to order by President Cindy Zellers.

Present: Robert Burck, MaryBeth Paulisse, Roshelle Ritzenthaler, Jeremiah Tucker, Tom Yost, Cindy Zellers and Library Director Jocelyne Sansing.

Absent: David Reed, Robert Seltzer, Courtney Ward-Reichard

1. Public Comments

No members of the public were present.

2. Thank You to Trustee Jeremiah Tucker

Cookies and treats were provided by Ms. Sansing to congratulate Mr. Tucker for six years of service. Ms. Sansing and Mr. Tucker reflected on his long term, which is the longest tenure of our current board. Mr. Tucker expressed confidence that a good replacement will be found and that he'll continue to be in the area and available.

3. Approval of Minutes of the March 12, 2019 meeting.

Ms. Zellers requested that "and others" on item 5a. personnel committee be removed as a self-evaluation is needed from only the director. Mr. Burck moved to approve the minutes as amended. Motion passed 5-0 with one abstention.

4. March 2019 Vendor Report

Ms. Sansing presented the report, showing the library remains on track. She also noted: the fund balance, and payments to BFI, WiLS and HGA. City accounting staff are creating a new account for campaign fund. There were significant expenses for membership the prior month. County reimbursements are beginning, and there were large expenses for membership last month.

Ms. Sansing explained SCLS and county transfer payments, and that the library is on budget for the first quarter. Also, an audit is complete. The library is a little over on our 310 Link Services, which should balance out with other areas. The trustees were provided an explanation of adjustments received for use of our library from those outside our county.

Also, the full-time new position and other hourly adjustments will affect the wage accounts. Ms. Sansing explained that when an employee transfers to another library within the system, Middleton needs to make a payout on vacation and sick time benefits.

Revenue from SCLS foundation has reached over \$11,000, which will go towards the Next Chapter project.

Motion to approve the vendor report by Ms. Paulisse, seconded by Mr. Burck. Approved 6-0, unanimously.

5. Old Business

a. Adjacent County Reimbursements

There was a discussion of whether some counties should not be billed for reimbursement because amounts are insignificant. Motion by Mr. Burck and second by Ms. Paulisse to allow the president and director to determine which counties to bill, and to direct both to sign the 2019 Adjacent County Reimbursements Request. Adopted unanimously 6-0.

b. WiLS Strategic Planning Community Conversations:

There was a tremendous response to the survey, with over 800 responses (double the goal). A winner of the announced prize for participation will be chosen at random next week. The results should be received soon. The next step is to engage the public with community conversations (1.5 hour presentations), promoted by emails and phone calls. This project is on track for completion next fall.

c. Policy update:

The Board reviewed the status of policies that have been updated and are being presented for approval. There are no proposed changes to the circulation and social media policies. Changes to fundraising, gifts and naming rights were approved last month. Eight revised policies are currently being submitted for approval: Contingency Fund Policy, Internet Acceptable Use Policy, Exhibit and Display Policy, Room Reservation Policy, Appropriate Behavior Policy, Collection Policy, Responsibility of Library Operations Policy and Public Comment Policy.

The privacy policy is not being submitted for review at this time. It is recommended that this be reviewed as both a policy and also as a public statement to address intellectual freedom audits and recordings in public facilities. This is a difficult issue, and the city attorney should be involved on changes to this policy.

Other revised policies included topics such as personnel, volunteer (redundant with city), room reservation, collections (prior version was hefty and outdated), and board member related policies. Bulletin board, exhibit and display policies were combined into a single policy. Purpose and factor sections were discussed to give historical perspective.

There was a brief discussion of behavior policy, regarding what is appropriate behavior and when patron privileges may be revoked. These types of decisions can be appealed and reviewed by the board.

Motion by Mr. Burck, seconded by Mr. Tucker to approve the eight policies submitted for approval. Adopted unanimously 6-0.

6. Committee Updates

a. Personnel

No report.

b. Building

First phase is removal of fence at front desk. The Help Desk will remain until 3-4 weeks before June. BSI team will be here with construction manager to demo half day. Big dumpster is taking 2 car stalls. Archer room will be blocked off. Furniture is expected 2nd week in May.

c. Development

No report.

7. Liaison Updates

a. City Council

No report.

b. Friends

No report.

c. MCPASD

Ms. Paulisse reported that Dr. Dana Monogue has been hired as the new MCPASD Superintendent.

d. Community

No report.

8. Director's Update/Library Board Report Review

a. Budget YTD Review

No report.

b. Personnel

Adult Services hiring process will begin after the job application deadline.

9. New Business

a. After Hours Event – Cork and Bottle String Band on June 7

Motion to approve this after hours event by Mr. Burck, seconded by Ms. Ritzenthaler. Approved unanimously 6-0.

Commented [A1]: Is this correct? It is blank in the minutes.

b. 2019 Staff Development Day – April 12

Ms. Sansing reported that staff development day will be held on April 12.

10. Next Meeting: May 14, 2019

11. Rescheduling of the June 11th Library Board meeting to June 4th.

The meeting scheduled for June 11th will be moved to June 4th, as Ms. Sansing is on vacation the week of June 11th. Motion to approve by M, second by M. Approved unanimously.

12. Adjourn (action item)

Motion by Ms. Ritzenthaler, second by Ms. Paulisse. Motion passed unanimously. Meeting adjourned at 7:00 p.m.

Commented [A2]: Is this correct? There is nothing in the minutes, but believe this needs to be an action item.

Minutes prepared by Trustee Tom Yost in the absence of Secretary Courtney Ward-Reichard