



Middleton Public Library Board Meeting Minutes May 14, 2019

The meeting was called to order by President Cindy Zellers at 5:33 p.m.

Present: MaryBeth Paulisse, David Reed, Robert Seltzer, Rose Sime, Courtney Ward-Reichard, Tom Yost (partial), Cindy Zellers, Library Director Jocelyne Sansing, and Administrative Librarian Rebecca Light.

Absent: Robert Burck, Roshelle Ritzenthaler

1. Public Comments

No members of the public were present.

2. Introductions

The trustees introduced themselves to new trustee Rose Sime.

3. Approval of Minutes of the April 2019 meeting.

Approval of the April 2019 minutes was deferred to the June meeting.

4. April 2019 Vendor Report

There was not much to highlight with the operating budget. The library is on track with the budget as the 2nd Quarter begins.

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

5. Old Business

No old business.

6. Committee Updates

- a. Personnel

Ms. Zellers reported that she received a self-review from Ms. Sansing. Ms. Zellers will prepare a draft evaluation by next month's meeting. Mr. Seltzer has replaced Mr. Tucker on the personnel committee. The current committee is comprised of Ms. Zellers, Mr. Burck and Mr. Seltzer.

b. Building

No report.

c. Development

Ms. Sansing is the process of scheduling meetings for June and July. The focus of the committee is on fundraising for the Next Chapter campaign.

d. Nominating

A slate of proposed officers for the coming year was presented by Ms. Zellers, including Robert Burck as President, Courtney Ward-Reichard as President-Elect, MaryBeth Paulisse as Treasurer and Rochelle Ritzenthaler as Secretary. The officer terms will begin on July 1. The proposed officers will be voted on during the June 4, 2019 meeting.

Ms. Zellers noted that the current Bylaws state that an officer may be in the same position for no more than 2 years. She noted that the Board may want to consider eliminating this limitation with respect to the secretary and treasurer roles.

7. Liaison Updates

a. City Council

No report.

b. Friends

The Friends are preparing to move materials as part of the Next Chapter campaign. The group is also weeding through books to dispose of those books that are unlikely to sell.

The Friends are also considering the purchase of a scanning system to scan ISBN numbers to be able to access pricing information. The sorters believe this will help avoid missing a valuable book. Mr. Seltzer suggested that there is an app that can be used on a phone without purchase of a scanner. Ms. Ward-Reichard suggested that the Friends should also look at taking credit cards.

The most significant concern is shelving space as the transition occurs. There have been some concerns expressed about wall heaters in the new bookstore space that will prevent the placement of bookshelves. Ms. Sansing stated that the shelving can be placed in front of the registers. Ms. Sansing stated patron support of the move of the Friends book sale space has been overwhelmingly positive.

Ms. Sansing asked whether the Friends have considered expanding the hours of the book sale prior to the move in order to eliminate inventory. Mr. Reed stated that there has been no discussion of expanded hours at this time. The Board also suggested that the Friends might want to expand the free book area to reduce the number of books that need to be recycled.

c. MCPASD

Ms. Paulisse reported that the onboarding of the new superintendent and other senior leaders is continuing. Dr. Plank, MHS principal, is also leaving and a search is ongoing. The Boundary Committee continues to meet regarding shift of students with the addition of another elementary school. Now that there will be seven elementary schools, one will be split between the middle schools.

d. Community

Ms. Ward-Reichard reported that the Good Neighbor Festival will begin in 101 days, and suggested that the library should continue its presence at the Festival, both on the grounds and in the parade.

Ms. Zellers encouraged the trustees to donate to the Next Chapter campaign.

8. Next Chapter

a. Phasing Schedule

Ms. Sansing reports that the work will happen in six phases. Phase one is occurring now, including removal of the fence in front of the circulation desk. The entry to the future bookstore has also been removed. The arch to the teen area will be taken down tomorrow.

Help desk staff have already moved to the circulation desk, and the prior help desk will be removed shortly. Training is ongoing with staff so that circulation and help desk staff can learn each other's roles.

Additional phases will include painting of the lower level at the end of May and in mid-August. During June and July, there will be furniture samples and installation, but not much construction work given the increased demand on the library when school is out. Painting of the first level will occur at the end of August and beginning of September. Carpentry and flooring on the first level will occur in early October.

The majority of the work will be done during open hours, and low-VOC paints will be used. Ms. Sansing reports that the construction company has been doing a great job of minimizing the impact of the work on patrons. It is possible that later phases will require brief library closures.

It will not be possible to have the new circulation desk on wheels because of its size, so Ms. Sansing is exploring how to set up the desk as a hospitality point during events.

b. Budgeting and Fundraising

\$300,000 of Next Chapter funding will be secured by the end of 2019, and will pay for the basic construction that is already planned. The additional \$200,000 we hope to raise would allow additional items, such as new furniture. Ms. Sansing explained how the success of the fundraising goal will allow the scope of the project to expand.

There will be an additional \$20,000 available at the end of the year, plus the MCF matching challenge grant for the last \$50,000.

Ms. Paulisse commented that the Madison Community Foundation website is much more user-friendly in terms of making donations.

Ms. Sansing spoke at Get Moving Middleton in May regarding the project, and was received very positively, including a standing ovation.

To date, there have been \$950.00 in gifts received. The development committee will work on additional grants, individual and business asks.

9. New Business

Ms. Zellers raised the issue of trustee absences. The Bylaws state that trustees may miss no more than four meetings per year. The Bylaws require the President to inform the Mayor if a trustee misses more than four meetings per year. A trustee can be removed by a majority vote of the common council, after a recommendation by the Mayor, Library Director or a majority of the Board.

10. Next Meeting: June 4, 2019

11. Adjourn (action item)

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