



Middleton Public Library Board Meeting Minutes June 4, 2019

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

Present: MaryBeth Paulisse, Roshelle Ritzenthaler, Robert Seltzer, Rose Sime, Courtney Ward-Reichard, Tom Yost, Cindy Zellers, Library Director Jocelyne Sansing, and Administrative Librarian Rebecca Light.

Absent: Robert Burck, David Reed

1. Public Comments

No members of the public were present.

2. Approval of Minutes of the April 2019 and May 2019 meetings.

Motion to approve April 2019 Minutes by Mr. Seltzer, second by Ms. Paulisse. Mr. Yost, who prepared the April minutes, indicated that he had taped the April meeting, and asked to postpone approval and try to add some missing detail, including a discussion regarding budget approval and identification of the individuals who made certain motions. Mr. Yost moved to amend the pending motion so as to postpone approval of the April minutes until the July meeting. Ms. Sime seconded. Mr. Seltzer and Ms. Paulisse agreed to withdraw the original motion, and a vote was held on the amended motion. Motion passed unanimously.

Motion to approve May 2019 Minutes by Ms. Paulisse, second by Ms. Sime. Ms. Ritzenthaler and Mr. Yost abstained. Motion passed unanimously.

3. May 2019 Vendor Report

The May 2019 Vendor Report is not yet prepared because it is early in the month. It will be presented at the July meeting.

Ms. Sansing indicated that she is looking at budget projections, there will be savings in a few areas, including as a result of staff vacancies. There are also some additional expenses, but not in large amounts.

The July Board meeting will focus on the budget and strategic planning.

4. Liaison Updates

a. City Council

No report.

b. Friends

No report.

c. MCPASD

Ms. Paulisse reported that the District is working with Amy Perry on summer programs, including the Slide Into Reading program at a local park. There will be access to books and a book giveaway. Ms. Paulisse also reported that the chosen candidate for the principal at the high school declined the position, so a position has been posted for a one-year interim hire.

d. Community

Ms. Zellers and Ms. Sansing are both members of the Community Campus Planning Committee, and the Committee are in the process of hiring a consultant.

5. Director's Update

Liz Zimdars has been hired as the new Adult Services Librarian, and will be starting June 18. She will be coming to the July Board meeting as an introduction. Interviews are ongoing for the head of youth services. Three finalists will be interviewed on Thursday.

Ms. Paulisse, Ms. Zellers, Ms. Light, Jenny Carr and Amy Perry are on the Strategic Planning Committee. They met on June 6 to work on formal goals and objectives. This document will be submitted to WiLS, who will review and consult on a draft plan to submit to the Board. The goal is to create a dynamic, interesting document, containing a 5-year plan covering numerous areas of the library.

Ms. Zellers noted that a strategic plan will be a very useful tool for the Board going forward. Ms. Paulisse noted that the consultants from WiLS have been extremely helpful. Ms. Zellers noted that they are not giving a cookie-cutter plan, and what we are coming up with is unique.

The public survey is important in the process. There was low response from African-Americans, which is why increasing access is part of the goal. There were over 800 responses, which is more than typical. According to the consultants, we are starting from a very strong base. The July meeting will include a summary of the specific responses.

Ms. Sansing noted that May was a very busy month for the library, including work on the Next Chapter project. Ms. Sansing invited trustees to suggest places where she could speak to groups such as service club meetings.

6. Committee Updates

a. Building

Ms. Sansing reported that Phase I and II of the remodeling project are complete. There is bright new paint in the lower level. They are now finalizing the fixtures and furniture, including upholstery samples, quantity and specific types of furniture. The goals will be continuity within the building, while still allowing for differentiation between areas for specific communities. An example is the furniture, which will reflect the intended age groups for an area, such as kids and teens.

Some of the Friends shelving will be repurposed in various areas. Movable shelving will also be used in areas to allow varying use of space.

The service desk will also be adaptable, both for the customer service experience and ergonomics of the staff. There are some staff duty changes, which may result in proposed changes in compensation and titles.

Ms. Sansing also reported meeting with the curator of the origami over the service desk. It will need to be moved for painting, and then there will be a decision about what to do next – there are discussions about potentially moving the work or auctioning off portions. This was a community project conducted 10 years ago, without a sunseting plan. Ms. Sansing stated the library will be very mindful of the importance of this work to the community.

August 12 is the moving day for the Friends Book Sale. There will be clearance and bag sales in an effort to clear out inventory.

Phases 4 and 5 will include demolition of the service desk and flooring on the main level. If there is a need for library closures, it will likely be in September or October.

The current funds raised will take us through October. Next Chapter funds will be needed to do more.

b. Development

Ms. Sansing reported that she attended the UW Fundraising Conference, and thought it was extremely valuable. Fundraising for the Next Chapter project is progressing, but no major donors have been secured as of yet.

The committee met on June 4 to discuss further expansion of the Next Chapter project. The next meeting is July 15 at 7 p.m., and the committee is looking to expand the campaign committee. Ms. Sansing invited the Board to suggest additional members.

A price list for naming rights was also reviewed. There will be a strategic approach for the July meeting to reach out to larger donors. Ms. Sansing suggested that larger donors might receive special experiences such as a book talk.

Ms. Sansing discussed “homework” for the Trustees to review and complete, asking for contributions and quotes from the Board. The Trustees are also asked to work to publicize the campaign through social networks and social media. A donor will match any amounts donated by the Board if 100% of the Board members donate to the Next Chapter Campaign. Board members can contribute through the website.

Ms. Ward-Reichard noted that there should be an emphasis on the work that will not happen without the participation of the public. This is an important message as people see the work already ongoing, and may believe additional funds are not needed. Mr. Seltzer noted the importance of the 21st Century Library being presented a vision for the future.

Ms. Sime reported that she attended the community bus tour, and was very impressed at all the work happening in the City, and the values that should be represented in the library.

Mr. Seltzer suggested that the Library’s suggestion box be repurposed to a central area to receive comments specifically about the Next Chapter project.

A Look Book will be created for use in conversations with potential donors to give a visual of what we need and what it will look like. It will also include the pricing for naming rights to individual places.

c. Nominating

i. Library Board Trustee Commitment Letter and Job Description

Ms. Zellers stated that one part of the policy review process was to propose a Board Commitment letter to help Board members understand their roles.

Ms. Ward-Reichard went over a proposed Board Trustee Commitment document. She designed the commitment document in order to remind Board members of their responsibilities, based on the job description from the City that was also shared with the Board.

Mr. Seltzer asked about the language with respect to individual contributions, which states that trustees should contribute to the library in an amount that is personally significant and is among the trustee’s largest personal charitable donations each year. He proposed removing the language “and is among the largest of my personal charitable donations each year.” There was discussion, and the language was left in.

Motion to adopt the Board Commitment document moved by Ms. Ritzenthaler, and seconded by Ms. Sime. Motion passed unanimously.

ii. Slate of Officers for 2019-2020

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 Roshelle Ritzenthaler as Secretary. The officer terms will begin on July 1.

Motion to approve the recommended slate of officers by Mr. Seltzer, seconded by Mr. Yost. Motion passed unanimously.

d. Personnel

Motion to go into closed session to discuss personnel issues. Moved by Mr. Seltzer, seconded by Mr. Yost. Motion passed unanimously.

Motion to resume open session. Moved by Ms. Paulisse and second by Mr. Seltzer. Motion passed unanimously.

7. Next Meeting: July 9, 2019

8. Adjourn (action item)

Motion by Ms. Ward-Reichard, second by Mr. Yost. Motion passed unanimously. Meeting adjourned at 7:13 p.m.