



Middleton Public Library Board Meeting Minutes July 9, 2019

The meeting was called to order by President Robert Burck at 5:33 p.m.

Present: Robert Seltzer, Roshelle Ritzenthaler, Rose Sime, Courtney Ward-Reichard, Tom Yost, Cindy Zellers, Library Director Jocelyne Sansing, Administrative Librarian Rebecca Light, and Head of Adult Services Liz Zimdars,

Absent: MaryBeth Paulisse

1. **Public Comments**

No members of the public were present.

2. **Approval of Minutes of the April 2019 and June 2019 meetings**

Motion to approve April 2019 and June 2019 minutes by Ms. Zellers, second by Ms. Ward-Reichard. Motion passed unanimously.

3. **Approval of Vendor Report May and June 2019**

In the Vendor Report, Ms. Light highlighted two expenditures: HGA for interior design services and WiLs for strategic planning services. Ms. Light indicated that each of these payments will be the last for each vendor. Ms. Light also highlighted the 2019 deposit for the Dane Co. Operating Reimbursement was received for 2019. Ms. Light will update the June vendor report to reflect publication expenditures.

Motion to approve May and June 2019 Vendor Reports by Mr. Seltzer second by Ms. Yost. Motion passed unanimously.

4. **Welcome Liz and Congratulations to Lori and Kelsey**

Ms. Zimdars introduced herself to the Board, including past experiences with Sun Prairie, Deerfield and Fitchburg Public Libraries. The Next Chapter project inspired Ms. Zimdars to join Middleton Public Library's team, and to think about how we can expand our reach and impact. The Board is thrilled to have Ms. Zimdars join the team.

Ms. Sansing also congratulated Lori Bell and Kelsey Hudson in their new positions. Lori Bell has accepted the position as the Head of Youth Services and Kelsey Hudson has accepted the Youth Services Librarian position. Ms. Sansing also indicated that there will be upcoming changes to the service models, and updates will be shared at future Library Board Meetings.

5. **Old Business: Trustee 'homework' & Letter of Commitment, Job Description**

- a. Trustee 'homework'

Ms. Sansing requested that each Trustee share their testimonials to support advocacy and communications for the Next Chapter campaign. As part of the Next Chapter fundraising, Trustees were also asked to make their personal financial contribution to Next Chapter. Mr. Seltzer requested that staff add a link to donate to Next Chapter on the “Support your Library” page webpage, and re-evaluate the online donation experience. Ms. Light shared the Wisconsin Libraries Transform website as an opportunity to share the stories on social media.

b. Letter of Commitment

Trustees discussed and submitted signed Letters of Commitment.

c. Job Description

Ms. Sansing indicated that the Trustee Job Description was approved at the June Board Meeting and suggested annual review of the Job Description timed with the onboarding of new Trustees.

Ms. Ward-Reichard suggested that we post the Board Letter of Commitment and Job Description on the Board Member resource website.

6. Liaison Updates

a. City Council

No report.

b. Friends

Friends are actively focused on moving the bookstore to the new main-level location.

c. MCPASD

Many changes happening in the district, including a new Superintendent beginning this summer.

d. Community

No report.

7. Committee Updates

a. Personnel

No update.

b. Building – Next Chapter Phases and timeline

Ms. Sansing indicated the last Building Committee meeting was held June 3rd, 2019 with design and furniture consultants. Phasing for the project was adjusted based on budget constraints. Upcoming visible changes in the library for the Next Chapter include the Friends bookstore moving upstairs and relocating the main-level shelving. Behind the scenes, a majority of staff has been engaged in cross-training to support new flexible service models.

c. Development – Next Chapter Fundraising Campaign and next meeting July 15th 7pm

While fundraising for Next Chapter is off to a slow start, naming rights for one of four available study rooms has been matched with a generous donor. Ms. Sansing

encouraged interested Board and community members to attend a July 15th advocacy meeting at 7pm to learn how to support Next Chapter Fundraising.

- d. Strategic Planning – WiLS survey summary and draft review
Ms. Light shared that the WiLS community survey comments are overwhelmingly positive, while the survey indicated there is an opportunity to improve the built environment.

The Board reviewed the draft of the Strategic Plan prepared by WiLS. Mr. Seltzer suggested a one-page overview of the objectives. Ms. Zellers suggested including more tangible metrics. Ms. Ritzenthaler suggested adding open-ended questions for each of the strategic opportunity areas. The next iteration will be submitted to the Board at the August or September Board meeting.

8. Director's Update / Library Board Report Review: ALA, 2020 Budget

- a. ALA Conference in Washington, D.C.
Ms. Sansing and Ms. Light attended. Ms. Light highlighted a panel on “Counting on Trust, Trusting the Count: Census 2020” that gave advice for librarians who will be on the front lines assisting the public. Ms. Sansing highlighted a session on “Innovative Examples of Transformative Trends” that discussed partnerships and co-locations in libraries. Public health, children’s museums and job centers are being co-located with public libraries to better support their communities. At the conference, Ms. Sansing won a state-of-the-art micro-film reader valued at \$6500 that will replace our current extremely outdated microfilm reader. Ms. Sansing and Ms. Light thanked the Board for this valuable learning experience and encouraged interested Board members to attend next year’s ALA conference in Chicago.
- b. 2020 Budget
The August meeting will be entirely dedicated to the 2020 budget. The budgeting process will move forward as usual—Ms. Sansing will work with the City of Middleton to draft the budget, and then the Board will approve the budget before moving to vote with the Finance Committee. There are currently no capital requests on the budget for 2020, but Ms. Sansing anticipates in the next 3-5 years restrooms and possibly front entrances will need updates in coming years. Ms. Sansing anticipates this will be another tight year for the City of Middleton.

Ms. Zellers requested clarification around the Personnel and compensation requests. Ms. Sansing indicated that the Library Board has the discretion to prioritize the available funds once the City of Middleton Finance Committee approves.

9. New Business

David Reed resigned from the Board of Trustees on July 9th, and Ms. Sansing will work with the Board of the Friends of Middleton Library to suggest a replacement per policy.

10. Next Meeting: August 13th, 2019

11. Adjourn (action item)

Motion by Ms. Ward-Reichard, second by Mr. Seltzer. Motion passed unanimously. Meeting adjourned at 7:34 p.m.