



Middleton Public Library Board Meeting Minutes August 13, 2019

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

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

Absent: Roshelle Ritzenthaler, Rose Sime

1. Public Comments

No public comment.

2. Approval of Minutes of the July 2019 meeting

It was noted that there were some misspellings of Ms. Sansing's name in the minutes, which were corrected. Motion to approve by Mr. Seltzer, second by Ms. Zellers. Ms. Paulisse abstained. Motion passed unanimously.

3. July 2019 Vendor Report

Ms. Light pointed out that Next Chapter funds were spent in July, including expenditures for new shelving and half of the furniture costs. There has been a moving company working in the building in the last two days as well. Motion to approve the vendor report by Mr. Seltzer, second by Ms. Paulisse. Motion passed unanimously.

4. Old Business – Strategic Planning

The strategic plan is still in draft form, Ms. Sansing will meet with the consultants again last week. Approval of the text will be on the agenda for the September 10, 2019 meeting. Once the text is approved by the Board, the design will be finalized. Ms. Zellers reported that one of the online trustee training sessions she attended concerned strategic planning, and emphasized the importance of a good strategic plan. Rebecca Aldrich conducted the session. Mr. Burck also participated in the session.

Mr. Burck reported that he also listened to today's online trustee session, which promoted eliminating late fees for libraries, and made mention of Middleton's approach in a positive way.

5. Committee Updates

a. Building: Next Chapter Phasing

Ms. Sansing reported that there will likely not be a need for library closures in upcoming phases. Ms. Sansing also noted that Brendan has done an amazing job of moving around a lot of shelving, shifting the entire fiction section and putting up shelving in the new Friends bookstore space. Ms. Paulisse noted that there has been a positive response on social media.

Mr. Seltzer asked how staff was coping. Ms. Sansing said that it has been stressful for some departments, but overall morale is very positive, and the staff is anxious to get the changes made. However, there is waiting while shelving or furniture is delivered. Mr. Seltzer suggested that the Board could host a pizza party for the staff at some point to show appreciation.

b. Development

Ms. Light reported that she sent a fundraising email in July to the large email list of library users, and received a good response in terms of numbers of donations, but not necessarily in total amount. Total fundraising for July was roughly \$5,000. August has slowed down, and Ms. Sansing is working on the 2020 budget for Finance, including some additional possible grants.

We still have a match on the table for Board contributions, but are one trustee short of 100% participation. Friday is the deadline for contributions, or we will lose the match. The last contribution can be in any amount. Ms. Sansing will reach out to the trustee who has not contributed.

Ms. Sansing presented a form agreement for naming rights prepared by Ms. Ward-Reichard. Mr. Seltzer asked for the form agreement to be circulated. There is a gift proposed for one of the study rooms, and the Board reviewed the proposed agreement.

It was suggested that individuals could be approached to gather a group of donations to honor individuals who are prominent in the community. Ms. Ward-Reichard asked the status of corporate giving. Many local corporations support the Friends, but the Friends do not have the capacity to make additional asks at this point.

Motion to approve the \$5,000 Gift from Deborah and David Penn for a study room by Ms. Zellers, second by Mr. Yost. Motion passed unanimously.

6. Liaison Updates

a. City Council

Mr. Burck reported that budget time is coming. Budgets are always tight, but it is expected to be especially tight this year. The limit of expansion seems to have been reached, which results in flat revenues. There will be hard decisions made at the city level. Mr. Burck does not know how that could affect the library budget approval.

b. Friends

The Board seat of the Friends liaison is currently unfilled after the resignation of Mr. Reed. Mayor Brar has spoken with the Friends Board president and Ms. Sansing regarding the process, and there will hopefully be an appointee soon.

Ms. Sansing has also been working the Friends on shoring up their infrastructure as a non-profit, thinking about succession planning and organization. The sorting room is now being shared with the Friends and the Library.

c. MCPASD

Ms. Paulisse reported that all district staff will participate in equity training this year, in an effort to make sure that all families feel like they have a place in the District. There will be speakers brought in on professional development days, and Ms. Paulisse will inform trustees of the dates in the event there is interest in attending.

The building of Pope Farm Elementary is underway, and the school boundaries committee continues to meet. There should be decisions made by late Fall.

d. Community

Ms. Ward-Reichard reported that the Good Neighbor Festival starts next Friday, August 23. The library will be on site on Saturday, and will participate in the parade on Sunday. Ms. Ward-Reichard also encouraged the trustees to participate in the trivia contest being held for the benefit of the MCPASD Education Foundation.

7. Director's Update

Ms. Sansing reported that it was a great summer with the summer reading program, and 2019 participation surpassed the 2018 total by the end of June. The Youth Services staff includes Kelsey Hudson, who initially accepted the role on a temporary basis. Her position has now been expanded to a permanent position.

There has been much more cooperation between departments, and the management team is working hard to implement a more collaborative approach to planning.

a. Review of the 2020 Proposed Budget

Ms. Sansing reports that she and Ms. Light will be working with the City before going into meetings with the finance staff at the Staff. But she will not have information on the Dane County allocation until August 15. There are a couple of drafts in place, which is why the three major budgetary items are separated into three different approvals. Personnel and Operating Budgets will be previewed tonight, but cannot be approved until September.

i. 2020 Capital Budget

Interior Updates Phase 2 will be included in the 2020 request (\$150K), but the funds will come from the fund balance and donations. 2020 work is also proposed on the fire alarm and exterior masonry. Restrooms are slated for 2021. More information is needed regarding long term plans.

A vehicle for outreach is also included in the request, but not slated until 2022. Ms. Zellers asked whether this request could be moved earlier because it is consistent with the City's desire for additional outreach. Ms. Sansing indicated that it is a significant expense, and that she is exploring possibilities for a grant or sponsorship. Mr. Seltzer moved to approve the Capital Budget, Ms. Zellers seconded. Motion passed unanimously.

ii. 2020 Personnel Budget and iii. 2020 Operating Budget

Ms. Sansing shared a draft, which includes several items, including an increase to the overall budget of just \$26,450, including additional amounts for salaries. Ms. Sansing noted that there have been some changes in position responsibilities justifying the increases. Mileage, insurance, copier lease and maintenance (much of which is covered by fees) and Link services increased as well.

Mr. Seltzer asked whether the City Council will agree to increased salaries given its announced salary freeze. Ms. Sansing said that revenues are expected to increase from the county in an amount to almost cover the salary increases. In addition, the Library Board should have control over salaries as long as they are within the budget – the City Council votes on the total budget allocation to the library, but not how the money is spent.

Ms. Sansing also stated that she will be looking at job descriptions and nomenclature for positions after operational changes are fully implemented.

Motion to defer consideration of the 2020 Personnel Budget and 2020 Operating Budget to the September meeting by Mr. Seltzer, second by Ms. Paulisse. Motion passed unanimously.

8. Next Meeting: September 10, 2019

9. Adjourn (action item)

Motion by Ms. Ward-Reichard, second by Mr. Yost. Motion passed unanimously. Meeting adjourned at 6:58 p.m.