



Middleton Public Library Board Meeting Minutes October 8th, 2019

The meeting was called to order by President Robert Burck at 5:29 p.m.

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

Absent: None

1. Public Comments

No member of the public were present.

2. Welcome new Trustee, Chris Morris!

Mr. Morris introduced himself to the board, including his work at CUNA, past experiences teaching English, volunteering in Middleton, fundraising and communications.

3. Staff Presentation – YS Librarian Kelsey Hudson

Ms. Hudson introduced herself to the board. In her role, Ms. Hudson has focused on collections, programming, outreach and volunteers. Recently Ms. Hudson started two new clubs at the library including a Virtual Reality Club and Anime Club. She is exploring new tactics to connect with high school students through outreach and volunteering opportunities. Ms. Hudson believes it's important to provide space where all teens belong and give them the space to both engage and relax. For the Next Chapter project, providing more tables and chairs will be important for this group in after school hours.

Ms. Sansing shared that the new 'Youth Services' title reflects a more collaborative approach to working with children and youth. Ms. Sansing also thanked Ms. Hudson for her forward-thinking approach.

4. Approval of Minutes of the September Library Board meeting (action item)

Motion to approve by Ms. Sime, second by Mr. Yost. Motion passed unanimously.

5. Approval of September Vendor Report (action item)

In the Vendor Report, Ms. Light highlighted two expenditures for the Next Chapter Project. Ms. Light also noted that these expenditures will be ongoing through the completion of the Next Chapter project. All other disbursements are typical.

Motion to approve the September Vendor Report by Ms. Ward-Reichard, second by Mr. Seltzer. Motion passed unanimously.

6. Old Business

- a. Strategic Planning Activities – next steps for Library Board (discussion)

Ms. Sansing requested that the Strategic Planning Committee look into ways to engage the Board around the Strategic Plan.

7. Committee Updates

- a. Building

- i. Next Chapter phasing update

Ms. Sansing noted that we have finished Phases One through Four of the Next Chapter Project. We are currently finalizing Phase Five, which includes painting on the main level. Beginning on October 28th, 2019, the focus will be on new electrical/power sources and new service desks both on the main level and lower level. On the main level, the most noticeable change will be the consolidation of the Circulation and the Help Desk to a single service desk.

Ms. Sansing expects that the project will reach substantial completion after furniture is installed on November 11-15, 2019. The outstanding phase, Phase Six, includes painting the Archer Room, the new lower level programming Room and the main level ceiling. Phase Six is delayed until we reach our fundraising goals.

- b. Development

- i. Next Chapter fundraising status

Ms. Light shared that September was our best month for fundraising thus far, bringing in \$17,000. Ms. Light noted that while we are gaining momentum, we are a long way from our \$200,000 goal. The Next Chapter Account currently holds \$38,000.

Regarding our fundraising timeline, Ms. Sansing indicated that our target is to raise \$150,000 by August 2020. Ms. Light stated that in the coming month, the Development Committee plans to focus efforts on local businesses. Mr. Morris suggested that we engage in Giving Tuesday online.

8. Liaison Updates

- a. City Council

Mr. Burck noted that the city budget has largely been finalized. Mr. Burck indicated that budgets remain extremely tight.

b. Friends

Ms. Sansing noted that the new Friends space will host a grand opening on October 18th, 2019, with a ribbon-cutting ceremony at 4:30 p.m.

c. MCPASD

Ms. Paulisse indicated that construction and planning is proceeding as scheduled for elementary and high school. The School District is noticing an increase in multi-lingual learners, including 72 languages spoken in the district. Research has indicated that it's important to represent the student's home language in the classroom's literature, and the district is exploring opportunities such as parents visiting classes to read in home languages. Ms. Sansing noted that the library is seeing similar trends and is exploring opportunities such as expanding the multi-lingual collection and environmental signage to support the increasingly diverse population.

d. Community

Ms. Sansing noted that the Community Campus Plan is underway and significant progress has been made. On October 10th, 2019 there is a drop-in Public Input Session at the Senior Center, and Ms. Light encouraged Library Board Trustees to attend.

9. Director's Update/ Library Board Report Review

Ms. Sansing highlighted the decrease in circulation in 2019 and an increase in LINK holds borrowed from other libraries, as compared to 2018 and 2017. Ms. Sansing noted that while many factors affect these numbers, it's important to keep an eye on these trends.

10. New Business

a. Closure Dates 2020 (action)

Motion to approve by Mr. Seltzer, second by Ms. Paulisse. Motion passed unanimously.

b. Library Board meeting dates 2020

Mr. Burck encouraged Board Members to attend all Board meeting dates for 2020. Mr. Yost indicated an interest in exploring remote call-in for board meetings.

11. Next Meeting: November 12th, 2019

12. Adjourn (action item)

Motion by Mr. Yost, second by Ms. Ritzenthaler. Motion passed unanimously. Meeting adjourned at 7:05 p.m.