



Middleton Public Library Board Meeting Minutes February 11th, 2020

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

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

Absent: Tom Yost, Robert Seltzer, Chris Morris

1. **Public Comments**

None

2. **Approval of the Minutes of the January 14th Library Board meeting** (action item)

Motion to approve by Ms. Ward-Reichard, second by Ms. Paulisse. Motion passed unanimously.

3. **Approval of January 2020 Vendor Report** (action item)

In the Vendor Report, Ms. Light indicated that this month we are closing our 2019 budget reporting. Ms. Light highlighted a new expenditure for JoAnn Creator Studio that features high quality crafting videos that is available for use by patrons and used for library programming.

Motion to approve the January Vendor Report by Ms. Sime, second by Ms. Zellers. Motion passed unanimously.

4. **Old Business**

a. **Strategic Roadmap and Monthly Director's Report** (discussion)

Ms. Sansing updated the board on the strategic planning process. In the past month, library staff has put a significant amount of thought and work into creating a strategic plan that is dynamic, concise and actionable. That result is the "Middleton Public Library Strategic Road Map Areas of Focus 2020-2025" with clear and concise focus areas and priorities that fits on one page, and a "Monthly Strategic Road Map Report" that highlights a few focus areas and the activities within each strategic priority each month.

b. **2020 staff meeting structures, Library Leaders invite 2/13 1pm Friends Community Room** (invitation)

Ms. Sansing shared two additional meeting formats: Library Learning and Library Leader sessions. The Library Learning Sessions are taught by library staff for library staff. The January session featured staff member Amanda Brzeszkiewicz teaching co-workers about Libby—a program that Ms. Brzeszkiewicz had originally developed for library patrons and now has a venue to share this information in more depth with her fellow co-workers. The February Library Learning Session is on the importance of Early Literacy.

The Library Leaders meeting will occur quarterly with a purpose to inform and inspire. The February Library Leaders meeting will be facilitated by Ms. Sansing and focus on the Community Campus Plan and our new Strategic Road Map. Ms. Sansing will be sending the dates for future Library Leaders meetings to the Board.

5. Committee Updates

- a. **Personnel** – Plan for March Director’s Performance Review
Ms. Sansing reminded the board that March is the month of the City of Middleton’s Annual Performance Review. Mr. Burck will be scheduling time with Ms. Sansing and the Personnel Committee for the review to take place.
- b. **Building** – Final Phase 6 mtg. TBD for early March
Ms. Sansing informed the board of an upcoming meeting to review funds for the final phase of the building project.

The Board discussed recent community conversations and questions regarding the Library’s space needs allotted in the Community Campus Plan, including options for expanding the current library footprint and the potential for adding a branch. The Building Committee will plan to meet in the coming month to explore the topic and propose a plan for further engaging the community in a public discussion.

- c. **Development** – Update on Next Chapter Fundraising
Ms. Sansing updated the board on a recent Development Committee meeting, including a new push for grant writing, storytelling, and a plan to breakdown some of the remaining naming rights options.

6. Liaison Updates

- a. **City Council**
Mr. Burck updated the board on the ongoing mayoral race, and two upcoming opportunities to vote: February 18th and April 7th.
- b. **Friends**
The Friends of the Library is adapting to their new main level space and creating a new handbook for volunteers.
- c. **MCPASD**
Ms. Paulisse highlighted that the MCPASD Education Foundation and elementary PTAs are collaborating on a significant upcoming fundraiser for the school district – Bloom on March 12th, 6pm at the Marriott Middleton.
- d. **Community**
Ms. Ward-Reichard announced the Performing Arts Center’s Shakespeare performance.

7. New Business

- a. **Staff Development Day Closure & Invite Friday March 13th, 8:30am-4:30pm** (action)
Motion to approve the Staff Development Day Closure by Ms. Paulisse, second by Ms. Ritzenthaler. Motion passed unanimously.
- b. **Teen Bands Night After Hours Friday April 4th 6-9pm** (action)

Motion to approve by Ms. Ward-Reichard, second by Ms. Sime. Motion passed unanimously.

8. Next Meeting: March 10th, 2020 5:30 pm

9. Adjourn (action item)

Motion by Ms. Ward-Reichard, second by Mr. Burck. Motion passed unanimously.
Meeting adjourned at 7:12 p.m.