



Middleton Public Library Board Meeting Minutes February 21st, 2020

The meeting was called to order by Robert Burck at 2:02 p.m.

Present: Robert Burck, Robert Seltzer, Chris Morris, Rose Sime, Roshelle Ritzenthaler, Courtney Ward-Reichard, Library Director Jocelyne Sansing and Administrative Librarian Rebecca Light

Absent: Tom Yost, MaryBeth Paulisse, Cindy Zellers,

1. Public Comments

None

2. Old Business

a. 2019 Department of Public Instruction Annual Report (action item)

The Board reviewed the annual report as prepared for the State of Wisconsin. Ms. Sansing noted that the budget provided is a snapshot—the actual 2019 budget will not be finalized until early summer 2020. Additionally, programming statistics are evolving as the definitions and methods of measurement are changing. The board went into a discussion regarding Statement Concerning Public Library System Effectiveness, including a draft explanatory statement outlining the challenges and opportunities around the SCLC's leadership and service.

Motion to approve the 2019 DPI Annual Report with the exception of the written statement regarding public library system effectiveness, which will be revised and presented for further approval and comments from the board by Ms. Ward-Reichard, second by Ms. Seltzer. Motion passed unanimously.

b. 2019 Year End preliminary budget (discussion)

c. 2019 Fund Balance/Contingency Fund Policy (action)

The Board discussed the library's historical approach to the Contingency Fund, reviewed the existing policy, and discussed the current context of the City of Middleton's limited emergency funding. The Board weighed options to update the Contingency Fund policy to either be a percentage of Fund Balance, or to set a maximum dollar amount to be held in the Contingency Fund.

Motion by Mr. Seltzer second by Ms. Sime to a) amend the Contingency Fund Policy to include a statement within II. Authority: The Library Board will hold a balance of no more than \$100,000 and b) to approve the transfer the remaining amount into the Next Chapter account. Motion passed unanimously.

3. New Business

None

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

5. Adjourn (action item)

Motion by Ms. Ward-Reichard, second by Mr. Burck. Motion passed unanimously.
Meeting adjourned at 3:35 p.m.