



Middleton Public Library Board Meeting Minutes March 10th, 2020

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

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

Absent: Cindy Zellers

1. Public Comments

None

2. Approval of the Minutes of the February 11th 2020 and the February 21st 2020 Board meetings (action item)

Motion to approve February 11th Minutes by Ms. Ward-Reichard, second by Ms. Sime. Motion passed unanimously, with abstentions from Mr. Yost, Mr. Morris and Mr. Seltzer.

Motion to approve February 21st Minutes by Mr. Seltzer, second by Ms. Ritzenthaler. Motion passed unanimously, with abstentions from Mr. Yost and Ms. Paulisse.

3. Approval of February 2020 Vendor Report (action item)

In the February Vendor Report, Ms. Light highlighted five cross-county border reimbursements from Columbia, Green, Jefferson, Iowa and Sauk counties. The reimbursements are based on annual circulation numbers, averaged across a three-year time period. Additionally, Ms. Light highlighted a generous \$25,000 patron gift to the Next Chapter.

Motion to approve the February 2020 Vendor Report by Mr. Seltzer, second by Ms. Paulisse.

4. Old Business

a. Trustee Appointment and Annual Calendar Review (discussion)

Ms. Sansing noted that in April the Mayor will make appointment and renewal decisions for the Library Board Trustees. Current Library Board Trustees that are up for renewal should submit their interest to the elected Mayor, which will then go to a vote by City Council.

b. Schedule Retreat date and form planning committee (invitation)

The Library Board discussed possible objectives for a fall or early winter 2020 retreat. Topics may include: Friends of Middleton Library and Library Board relationship building, strategic planning, community campus planning and the future of public libraries. Ms.

Ward-Reichard, Ms. Ritzenthaler, Mr. Morris, Mr. Burck and Mr. Seltzer all volunteered to participate in the planning of this event.

5. Committee Updates

- a. **Personnel** – The City of Middleton’s deadline for the personnel reviews is the first Friday in June. Mr. Burck will work with Ms. Sansing to begin the review process, ensuring a recommendation will be made to the Board at the April Board Meeting. Mr. Burck is also developing a submittal process timeline to support future year Personnel Committees in their parallel planning with the City of Middleton.
- b. **Building** – Ms. Sansing noted that the remaining projects for Next Chapter include a portion of the furniture throughout the building, minor electrical work, painting and self-check stands. Ms. Sansing also noted that she has reached out to HGA for updated floor plans and post-project metrics.
- c. **Development** –
 - The Board expressed gratitude to the family of Mary Wells generous gift of \$25,000 to Next Chapter.
 - The Middleton Historical Society has declined to support The Next Chapter through room naming rights for a local history room.
 - The next Development Committee meeting is scheduled for March 19th, 2020.
 - The Next Chapter project is very close to pursuing the matching grant with the Madison Community Foundation.

6. Liaison Updates

a. City Council

Mr. Burck noted the current Mayoral race, and the potential impact this has on Library Board Trustee renewals and appointments. Mr. Burck also noted that City Council is continuing to review the Library Board’s updated Contingency Fund Policy.

b. Friends

Mr. Morris shared updates that The Friends are finalizing their volunteer handbook, and they are also reviewing sales data for the past two years. Ms. Ward-Reichard suggested that the Library help market book sales through social media channels.

c. MCPASD

Ms. Paulisse invited the Board to attend the upcoming Bloom Fundraiser on Thursday March 12th. Ms. Paulisse also shared the school district’s planning efforts for COVID-19.

d. Community

Ms. Ward-Reichard announced that registration is now open for the Good Neighbor Art and Craft Festival, and the Good Neighbor Festival planning committee is adopting new policies around food and drink to improve the overall experience for families.

7. Road Map Review

Ms. Sansing highlighted key points in the roadmap where her team is putting an increased focus on internal safety, performance and culture; including: Performance Reviews, the Emergency Procedures Manual, Chain of Command and Library Learning Sessions.

8. New Business

a. PLA 2020 3-2-1 Report (discussion)

Key insights from PLA included the concept of holographic over hierarchical organizational charts, and the importance of census-taking and reassuring patrons of the confidentiality and significance of their responses.

9. Employee Performance Review (action)

Motion to go into closed session by Ms. Ward-Reichard, second by Mr. Yost. Motion passed unanimously.

The Library Board will convene into Closed Session in accordance with section 19.85(1)(c) of the Wisconsin Statutes for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

10. Reconvene into Open Session (action)

Motion to reconvene into open session by Ms. Paulisse, second by Mr. Yost. Motion passed unanimously.

11. Next Meeting: April 14th, 2020 5:30 pm

12. Adjourn (action item)

Motion by Mr. Morris, second by Mr. Seltzer. Motion passed unanimously.
Meeting adjourned at 7:07 p.m.