



Middleton Public Library Board Meeting Minutes
Tuesday April 14th, 2020 5:30

The meeting was called to order by Robert Burck at 5:32 p.m.

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

Absent: Chris Morris

1. **Public Comments**

None

2. **Approval of the Minutes of the March 10th, 2020 Board Meeting** (action item)

Motion to approve March 10th minutes by Ms. Ward-Reichard, second by Mr. Seltzer. Motion passed unanimously.

3. **2020 Adjacent County Reimbursement Requests** (action item)

The Adjacent County Reimbursement is an annual cross-county reimbursement calculated by the South Central Library System. Ms. Sansing recommended that we approve the reimbursement requests for each county, with the exception of the Dodge County reimbursement request for \$2.71.

Motion to approve the 2020 Adjacent County Reimbursement Requests, with the exception of Dodge Count, by Ms. Zellers, second by Mr. Seltzer. Motion passed unanimously.

4. **Director's Update regarding COVID-19** (discussion)

Ms. Sansing shared that the March 13th Staff Development Day took a last-minute pivot towards conversation and planning for the unfolding pandemic response. Because of this, the Middleton Public Library was able to make a swift decision regarding closure and transition. Currently all MPL programming is online, with a positive response from our community.

Looking forward, Sansing noted that the team is working through possible scenarios for a staged re-opening of the library. Possibilities may include re-opening for hold pick-up, decreasing the maximum occupancy, increasing cleaning measures and other service adjustments to maintain safe social distancing. Upon re-opening, the team is also anticipating increased needs for unemployment services, census forms, and increased materials handling.

5. **Middleton Public Library Epidemic Policy** (action)

The Board reviewed the new Library Epidemic Policy. Ms. Sansing noted that the primary difference between this policy and a general emergency preparedness policy or procedure is that with an emergency preparedness policy, there is an assumption that staff will return to the building or begin recovery work almost immediately after the event or crisis (such as after a fire or storm).

Motion to approve the Middleton Public Library Epidemic Policy by Ms. Sime, second by Ms. Paulisse. Motion passed unanimously.

6. 2020 YTD Budget Review

Ms. Sansing noted that some of the immediate effects of the pandemic on the budget include reduced operating expenses (such as water and electricity, office supplies, etc.), and different types of expenses to respond to virtual programming needs. Because of this, expenditures are currently lower overall, with an expectation for expenditures to decrease even further in our May review of the YTD budget.

With the Friends of MPL Bookstore currently closed there may be an impact on the Friends ability to fundraise for the library's programming efforts.

7. Next Meeting: May 12th, 5:30 pm location TBD

8. Adjourn (action item)

Motion by Ms. Paulisse, second by Mr. Seltzer. Motion passed unanimously.
Meeting adjourned at 6:29 p.m.