



**Middleton Public Library Board Meeting Minutes  
Tuesday, May 12, 2020 at 5:30 p.m.**

**Electronic/Remote Meeting conducted via Zoom due to COVID-19 Pandemic**

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

Present: Robert Burck, Chris Morris, MaryBeth Paulisse, Roshelle Ritzenthaler, Robert Seltzer, Rose Sime, Courtney Ward-Reichard, Tom Yost, Cindy Zellers, Library Director Jocelyne Sansing, Administrative Librarian Rebecca Light, and Head of Adult Services Liz Zimdars

Absent: None

Ms. Sansing noted that today's meeting will be recorded and posted to the City of Middleton's You Tube Channel.

**1. Public Comments**

None

**2. Approval of the Minutes of the April 14, 2020 Board Meeting** (action item)

Motion to approve April 14, 2020 minutes by Ms. Paulisse, second by Mr. Yost. Motion passed unanimously, with an abstention by Mr. Morris.

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

Ms. Sansing stated that there was new person hired in the City's Finance Department, and access to the City's financial software has been a challenge with working remotely. As a result, she is not yet ready to present the March Vendor Report. With the current situation, there has been much less financial activity in purchasing, but that should pick up as the Library begins to reopen. The March, April and May reports will be reviewed and approved at the June meeting.

Management has discussed shifting some of materials funds to electronic or digital resources, but generally the plan is to ride out the budget instead of shifting funds right now. There is not enough of a savings in making changes right now. There may also be the possibility of some financial savings on relatively small things like utilities.

The Friends have been impacted because they are unable to operate the bookstore. At the same time, there are fewer programming expenses.

We are up to date with respect to any Next Chapter expenses. A full report will be given in June, including moving forward with the challenge grant from the Madison Community Foundation.

4. **Director's Update/April Road Map report as it relates to COVID-19** (discussion)

Ms. Sansing reported that curbside service is continuing, and has been very successful. The library has been able to double the number of time slots available for pickup, and is moving forward with a reopening plan slowly and deliberately. The prime consideration is the health and safety of the staff and the public.

Patrons are using the phone system for questions about accounts and library offerings. Staff are trying to maintain what they are offering and moving forward slowly. The book drop will be opened next week, though there will not be a public announcement. The following week, returns will be allowed during curbside pickup. Current information recommends that books be left for 72 hours before being handled. With our sorting system, it will be challenging to quarantine the books, so staff are still working through the precise procedure.

That will bring us to the end of May. The Governor's order is currently set to expire at the end of May, and Ms. Sansing is working on shield screens in front of service desks, providing enough sanitizing supplies and PPE, and guidelines on limiting the number of people in the building.

The Badger Bounceback plan does not allow more than 50 people to be allowed in a single space until August. But we expect that there will be some more specific guidance to libraries coming from the Governor's office. It is likely that the lower level will be closed at first, and study rooms used for office space to allow staff to remain further apart. Painting has been done in many spaces of the library while it has been closed.

Proposed hours of operation will likely be Monday through Saturday from 10-6. Even after the library is reopened, staff who are able to do so will likely continue working from home. It is expected that there will be a number of action items in at the June meeting of policies recommended by staff, such as whether we need to update library policies to ask people who appear to be sick to leave. There should be guidance available from other libraries around the country who are dealing with the same issues. We will want to be as consistent as we can with other libraries.

Ms. Sansing indicated that all staff have been being paid regardless of whether they are able to work in the library or from home. Now that she is looking at reopening, there will be a point where employees must work in the library to be compensated or remain on payroll. There may be some limited number of options for staff who do not want to work in the library to work from home or do other things around the building such as cleaning or landscaping. But that will require accountability measures around those tasks, which will create more work for supervisors.

Ms. Ward-Reichard asked about a sick leave policy. Ms. Sansing indicated that the City Council passed a COVID-19 policy that outlines that, if staff are sick or diagnosed with COVID-19, they have access to paid leave. There is also additional FMLA availability.

Ms. Sansing raised whether there is a need for Board action regarding open hours, and staff compensation and hours of work. Mr. Burck stated that we may need another meeting to vote modify hours as necessary. Ms. Ward-Reichard suggested that she did not believe Board action on hours is necessary during this time. As when the library was closed, this is an emergency situation, and she believes that Ms. Sansing should be able to exercise her judgment regarding when to reopen and when. The Board was in agreement.

Mayoral appointments are coming up, and Mr. Burck indicated he did not have a clear answer on whether there may be any changes to the Board. Board members with expiring terms should reach out to the Mayor or Mr. Burck if they no longer remain on the Board.

**5. Closed Session**

Motion by Mr. Seltzer, second by Ms. Ritzenthaler to go into closed session. The Library Board convened 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. Employee Performance Review of Library Director per the Library Board Personnel Committee

Motion to resume open session by Mr. Morris, second by Ms. Zellers. Motion passed unanimously.

**6. Next Meeting: June 9, 2020, 5:30 pm location TBD**

**7. Adjourn (action item)**

Motion by Mr. Morris, second by Ms. Zellers. Motion passed unanimously. Meeting adjourned at 7:06 p.m.