



**Middleton Public Library Board Meeting Minutes
Tuesday June 9th, 2020 5:30 p.m.**

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

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

Absent: None

1. Public Comments

None

2. Approval of the Minutes of the May 12th, 2020 Board Meeting (action item)

Motion to approve May 12th minutes by Ms. Zellers, second by Mr. Seltzer. Motion passed unanimously.

3. Approval of March, April 2020 Vendor Reports (action item)

Ms. Light indicated that the March and April Vendor Reports show a reduction in typical vendor expenditures due to the library closure. Motion to approve the March 2020 Vendor Report by Ms. Sime, second by Ms. Ritzenthaler. Motion passed unanimously. Motion to approve the April 2020 Vendor Report by Mr. Seltzer, second by Ms. Paulisse. Motion passed unanimously.

4. Old Business

a. Programming, Events, Virtual Offerings Policy (action)

Ms. Sansing provided an overview of the Programming and Event Policies, including language around Virtual Offerings that is new to most libraries. Regarding Virtual Offerings, the policy outlines the expectations for access and use, but does not go into detail on specific technology platforms. Motion to approve by Ms. Zellers, second by Ms. Sime. Motion passed unanimously.

b. Epidemic or Public Health Emergency Policy (action)

Ms. Sansing provided an overview of the Epidemic or Public Health Emergency Policy that was implemented at the beginning of the Covid-19 pandemic in March 2020, including important guidance on library closures and minimum staffing levels. This policy is necessary as it allows the library to respond in a phased way, both in closures and reopenings. New amendments to this policy are found in Section VII Prioritization of Services, with the addition of Parts B. Social Distancing and C. Restroom Closure.

Motion to approve by Mr. Morris, second by Ms. Ritzenthaler. Motion passed unanimously.

5. Committee Updates (discussion)

a. Building – Next Chapter Improvement Updates

Ms. Sansing shared that the library has invested in new self-check tables and displays, as a part of budgeted expenditures for the Next Chapter project. The lower-level painting was completed by a local area business, including a full fresh coat of paint and beautiful custom murals. The team developing the murals consulted the Dementia Friendly Guidelines for design inspiration, which informed the varied color themes of meeting spaces and directional quality of hallway murals.

Ms. Sansing noted that the remaining projects include technology improvements and furniture in the meeting rooms, as well as full building signage and wayfinding. Before we can embark on the signage and wayfinding project, we need updated brand and brand guidelines. This brand project is underway with another local Middleton business that is a member of the Middleton Chamber of Commerce.

b. Development – Status of Fundraising Campaign

Ms. Sansing indicated that the total use of funds for the Next Chapter budget is \$312,866. We are nearing the phase of our fundraising efforts where we may begin considering a match raise with the Madison Community Foundation. The Development Committee will schedule an upcoming meeting to develop a plan for moving forward with the match campaign.

c. Nominating – presentation of slate of officers, status of committee members to be voted on at July 14th meeting.

Mr. Burck indicated that the City's schedule for nominating new MPL officers, renewing officers, and the status of committee members is delayed until the Common Council next week. Mr. Seltzer put forth a motion to keep all current board members, officers and committee members in place until Mayoral appointments are complete. Second by Ms. Zellers.

6. Liaison Updates (discussion)

a. City Council – resolution

Mr. Burck shared and the board reviewed a Council Resolution that will be reviewed by Common Council at the next meeting.

Ms. Sansing indicated her interest in the Board's work on part "4) [the]...introspective evaluation of ourselves as public servants, citizens and as fellow members of the human family." Specifically, Ms. Sansing recommended that the Board should draft a statement, in collaboration with Ms. Sansing as Director, that reinforces our commitment to building a community that is free of racism, hatred and intolerance. Specific examples of actions taken by MPL include: increased investments in publications by BIPOC authors, including those on topics such as white privilege, inclusion and anti-racism, implicit bias training for staff, supporting organizations that have a track record of doing anti-racism work, and collaborating with other libraries at the Dane County level on The Ripple Project.

- b. Friends
Mr. Morris indicated that upon the closure of the library the Friends has paused most business beyond official meetings. The Friends continues to work on their handbook of policies and procedures.
- c. MCPASD
Ms. Paulisse shared that the academic school year came to a close last week. The MCPASD is running 6 different scenarios for re-opening, and is looking for additional guidance from the county and DPI on specifics that will impact the district's planning efforts. Ms. Paulisse also indicated that the school district is on a long journey to build an educational system and community that is free of racism, hatred and intolerance. This effort has gained additional interest and momentum in recent weeks. Ms. Paulisse suggested, and the board agreed, that the library and school district collaborate to explore possibilities for public discussions, programs and events.
- d. Community
Ms. Ward Reichard shared that sadly the Good Neighbor Festival has been canceled for August 2020, given the limitations on public gatherings due to Covid-19. This is the first time the Festival has been cancelled since 1964. The committee is exploring fun virtual alternatives, such as a Virtual 5k, Restaurant Week.

7. Director's Update / May Road Map Report as it relates to Covid-19 and re-opening the library facility.

Ms. Sansing shared the latest budget numbers, including the 2020 Approved Budget and YTD Actual expenditures. In the wages category, expenditures are on pace as the staff has been paid for their regularly scheduled hours despite the closure. Moving forward, the leadership team has developed a plan for full compensation for full work hours, that is made possible by a creative approach to social distancing and scheduling during library hours. Also in the 2020 budget, Operating Expenditures have dipped during the library building's closure, but we should expect those budget numbers to catch up to YTD expectations as we increase unbudgeted spending for cleaning services, supplies, signage and PPEs.

Ms. Sansing also outlined plans for re-opening. Next week MPL will be expanding the curbside service hours during the week and adding Saturday curbside pick-ups. When MPL does re-open the building, we will begin with first floor services only, instituting a "grab-and-go" model of service, with more browsing carts for quarantining any materials handled by patrons, new computer use guidelines and a removal of all soft seating that is difficult to clean. To support library staff during this transition and into a new normal, all staff will undergo service training on the new guidelines for patron social distancing, masks, and what to do when a patron is exhibiting Covid-19 symptoms.

8. New Business

a. SCLS Agreement to Participate in SCLS Technology Services (action)

Motion to approve by Mr. Seltzer and second by Ms. Paulisse.

b. Neutrality in public libraries (discussion)

Ms. Sansing indicated that the leadership team has done significant work to integrate social justice, equity, inclusion and diversity into the strategic plan. Ms. Ritzenthaler and

Ms. Zellers expressed an interest in revisiting this topic of neutrality in libraries at the next board meeting, upon further reflection of the resources provided.

9. Closed Session

Motion to move into closed session by Ms. Zellers and second by Ms. Sime. 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 Closed Session.

10. Next Meeting: July 14th, 5:30 pm location TBD

11. Adjourn (action item)

Motion by Ms. Paulisse, second by Mr. Seltzer. Motion passed unanimously.
Meeting adjourned at 7:29 p.m.