



Library Board Meeting Minutes July 14th, 2020 5:30pm

Meeting conducted electronically due to COVID-19 pandemic.

Minutes by R. Light

Board Member Attendees: Burck, Morris, Paulisse, Seltzer, Sime, Waldman, Ward-Reichard, Zahnow, Zellers
Staff Attendance: Light, Sansing

Call to Order: 5:32 pm

1. **Public Comments:** none.
2. **Thank you to Trustees Roshelle Ritzenhaler and Tom Yost. Welcome new trustees Ralph Zahnow and Art Waldman**
 - A. Waldman is a retired family doctor who moved to Middleton in 2013. He looks forward to working with everyone.
 - B. Zahnow is an active library user and has had many library employees in his family. He has had an extensive career in the radio broadcasting industry.
3. **Approval of Minutes of June 9th, 2020 library board meeting (action):** Corrections to adjourning time, correction to Rose Sime spelling, and small space correction on first page. Seltzer made a motion to approve, seconded by Ward-Reichard. Motion passed unanimously with Zahnow abstaining.
4. **Approval of May and June Vendor Reports (action):**
 - A. Motion to approve May Vendor Report by Sime, seconded by Zellers. Motion passed unanimously.
 - B. Motion to approve June Vendor Report by Ward- Reichard, seconded by Morris. Motion passed unanimously.
5. **Old Business**
 - A. **New logo and brand manual:** Sansing explained that staff have been working with local company Tingalls on a new logo and brand strategy. The launch of a new logo will coincide with the Next Chapter campaign. The logo incorporates Next Chapter brand colors and has iterations for different placements (social media, icons, etc.) Tingalls will also provide estimates for new signage throughout the building that will incorporate the new logo and/or brand colors.
 - B. **Trustee Commitment Letter:** Burck asked board members to review this letter, adopted by the board last year, as a yearly commitment tool for the board. E-mail or mail signed letters to the library, attn Jocelyne or Rebecca.
 - C. **Memorandum of Mutual Accountability: Ripple Project (action):** Dane county public libraries created this project to address racial injustices and work toward anti-racist practices in libraries and communities. Initial phases include assessing individual and organizational culture, then later offering humanities programming for the public through the Beyond the Page fund. Waldman made a motion to support the memorandum, seconded by Paulisse. Motion approved unanimously.

6. Committee Updates

- A. Personnel:** Burck reported that the board finalized and approved the yearly evaluation of the library director. He has shared this review with Sansing and City Administrator Davis.
- B. Building:** The Building Committee has been focused on Next Chapter fundraising and planning over the last few years. Sansing noted that as we look ahead, this committee may become more involved in the city's Community Campus planning. Sansing said that much of the strategic in-person planning for the Community Campus has been on hold due to COVID-19.
- C. Development:** Next Chapter fundraising has surpassed \$150k and we are looking at the next steps to apply for the MCF matching grant for the last \$50k (library raises \$25k; MCF matches \$25K). Paulisse recommended showcasing the library's ability to use Next Chapter improvements for building flexibility as we currently deal with pandemic accommodations. Seltzer offered kudos to Sansing for managing this project well.
- D. Nominating:** presentation of 2021 slate of officers, status of committee members (action):
2021 Proposed Slate of Officers:
 - a. Ward-Reichard for President
 - b. Morris for President-Elect
 - c. Paulisse for Treasurer
 - d. Burck for SecretarySime made a motion to approve the 2021 slate, seconded by Seltzer. Motion passed unanimously.

7. Liaison Updates

- A. City Council:** Burck reported that the City Council voted to reject the current school resource officer contract for the 2021-22 school year. The council will determine next steps on this contract at the upcoming meeting.
- B. Friends:** Morris reported that the library's closure to the public is having a big financial impact on the Friends, as the bookstore has been closed. However, the Friends have been pleased to receive some significant donations during this time. The Friends Board voted to approve the Friends Handbook, and have been making plans for receiving book donations again at a future date.
- C. MCPASD:** Paulisse summarized that the big question is what schooling will look like next year due to COVID-19. The school board has been working on 3 teaching scenarios: All Virtual, Hybrid, and Full-Time Face-to-Face. As the public health situation continues to evolve, each scenario has looked most favorable at different times. There has been a lot of communication between the school board and families and staff about concerns. Paulisse said they are hoping to reach a decision in the next week, though there is recognition that "pivoting" throughout the year between scenarios may be necessary. Ward-Reichard expressed her appreciation for the work Paulisse and administrators have done to deal with these difficult decisions, and emphasized that the library should be looking at how we can support the schools in whatever decisions are made.
- D. Community:** Ward-Reichard announced that 'Virtual Good Neighbor Fest' is happening this year, as the in-person festival is cancelled due to the pandemic. More information on virtual activities, such as a 5k run/walk, library story time and scavenger hunt, is available at www.goodneighborfestival.com. Please participate and support.

8. Director's Update/June Road Map: Sansing explained that library staff have created a phased reopening plan. While the library continues to offer and expand "Curbside Hold Pickup Service," the target date for "Express Service" (limited in-building public service) has moved several times and is currently set at Monday, August 17th. Middleton Public Library has been trying to coordinate with other Dane Co libraries for reopening, which has been challenging, as each library has unique circumstances.

"Express Service" includes, but is not limited to:

- reduced hours
- continued curbside pickup
- quarantining returned items
- first floor-only services
- no public lounge seating
- 30 person in-building limit (not incl. staff)
- extra safety precautions and sanitization
- express computer, printing, and copier services
- extended wi-fi accessibility

- the addition of a staff “greeter” position to welcome patrons back to the building, answer questions, and guide access to new and limited services (handled by supervisory staff first, then regular hourly staff)

Sansing confirmed that staff have been back at full compensation for full hours since June 1st.

9. New Business: none

10. Next Meeting: August 11th, 2020

11. Adjourn: Zahnow made a motion to adjourn, seconded by Seltzer at 7:19 pm.