



Library Board Meeting Minutes
September 8th, 2020 5:30pm

Meeting conducted electronically due to COVID-19 pandemic.

Minutes by R. Burck

Board Member Attendees: Robert Burck, Chris Morris, MaryBeth Paulisse, Rob Seltzer, Rose Sime, Art Waldman, Courtney Ward-Reichard, Cindy Zellers, and Ralph Zahnw

Missing: None

Staff Attendance: Rebecca Light, Jocelyne Sansing

Call to Order: 5:30 pm

1. Public Comments: none.

2. Approval of Minutes of August 11th, 2020 library board meeting (action):

No corrections noted other than misspelled names, which will be fixed. Ralph Zahnw made a motion to approve, seconded by MaryBeth Paulisse. Motion passed unanimously.

3. Approval of Vendor Report (action):

Motion to approve the August Vendor Report by Rose Sime, seconded by Art Waldman. Motion passed unanimously.

4. Old Business

- a. **2021 Personnel Budget** – Cindy Zellers made a motion to use additional library revenue for use of staff compensation after a staff structure reorganization and after a Baker and Tilly pay compensation study. Seconded by Rob Seltzer. Motion passed unanimously.
- b. **2021 Operating Budget** – Reviewed the proposal for operational revenues and budget. MaryBeth Paulisse made a motion to approve, seconded by Rose Sime. Motion passed unanimously.

5. Committee Updates

- A. **Building:** Jocelyne Sansing provided some updates related to the building.
- B. **Development:** Courtney Ward-Reichard stated that we have 100% participation within Board of Trustees donation to get a matching grant from a donor. Great job!

6. Liaison Updates

- A. **City Council:** Robert Burck reported that the City Council is entering Budget season through end of November. Funds will be tight, particularly in the Operating Budget (which includes Personnel).
- B. **Friends:** Chris Morris reported that the Friends had a short meeting last week. Discussed that the Friends are losing about \$3000 a month due to lack of book sales this year. Talked about pop-up sales.
- C. **MCPASD:** MaryBeth Paulisse discussed the official first day of school (today). A few glitches noted that they are working through.
- D. **Community:** Courtney Ward-Reichard confirmed that the 'Virtual Good Neighbor Fest' is now over, and it went very well, raising approximately \$25,000 net for the Good Neighbor board for next year.

7. Director's Update/July Road Map: The Board commented that the new road map format is very much appreciated. Jocelyne Sansing discussed the new changes to the library, including newly upholstered chairs. Great increases in digital book check-outs after the pandemic (41% increase since January). The library continues

to offer and expand “Curbside Hold Pickup Service”. The library has also received good feedback on “Pop-up” popular book checkout (“Serendipity”).

8. New Business:

- a. Amendment to the Responsibility of Library Operations Policy to include Circulation Supervisors:** Jocelyne Sansing explained the proposed policy. The Board recommended approval with one change to section II B to remove the numbers next to each position and to replace them with bullet points to remove the presumed prioritization by job function. Motion by Rob Seltzer to approve the amended policy, seconded by Rose Sime. Motion passed unanimously.
- b. 2020 Board of Trustees Goals:** Jocelyne Sansing opened it up to the Board to discuss how they would like to set up goals for the Board. Cindy Zellers stated how helpful the past team building / retreat / orientation program was for her. Ralph Zahnow asked if more time could be spent teaching the board about the balance sheet to review the various library funds so that we can better understand our fiscal responsibilities. A number of board members (Courtney, Chris, Cindy, Rose, etc.) volunteered to assist set up a date for a possible retreat.
- c.** Rose Sime stated that she is being asked as a board member about when the library may open again. Jocelyne stated that we don't have a target date anymore (we did in the past, but there is no way to know when we can reopen, and it is better not to set false expectations). We will continue to operate as we are currently operating for the foreseeable future.

9. Next Meeting: October 13th, 2020 at 5:30 pm

10. Adjourn: Motion by Art Waldman to adjourn, seconded by Ralph Zahnow at 6:47 PM. Motion passed unanimously.