



Library Board Meeting Minutes
December 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, Courtney Ward-Reichard, Rob Seltzer, Rose Sime, Art Waldman, Ralph Zahnow and Cindy Zellers

Missing: None

Staff Attendance: Rebecca Light, Jocelyne Sansing

Public in Attendance: None

Call to Order: 5:30 pm

1. Public Comments: none.

2. Approval of Minutes of November 10th, 2020 library board meeting (action):

MaryBeth Paulisse made a motion to approve the minutes, seconded by Rose Sime. Motion passed unanimously.

3. Financial Review of Balance Sheet and Approval of Vendor Report (action):

Motion to approve the November Vendor Report by Rose Sime, seconded by Chris Morris. Motion passed unanimously.

4. Old Business

- a. Library Board Retreat – Saturday 12 December, 2020. The retreat will start with a team building exercise. Courtney Ward-Reichard provided a preview of the trivia event with a sample trivia contest using Kahoot.it. MaryBeth Paulisse sent out the Board and library staff autobiographies on Saturday, giving us all a full week to learn about our wonderful fellow Board of Trustees and staff members who will participate in the retreat!

During the retreat, the Board will review the work in support of the strategic plan. Additionally, the group will spend a large portion of the retreat learning about and practicing tools related to diversity, equity, and inclusion.

5. Committee Updates

- A. Personnel:** The Personnel team has in the past typically focused on the review of the Library Director, but now that the city has a new Human Resources Director, the Personnel group will work on more topics and policies related to all Library staff.
- B. Building:** There are no active items at this time. The group may consider removing this agenda item from our Board meetings in the future.
- C. Development:** Jocelyne Sansing reviewed the 2020 Next Chapter budget. We still have a 2019 fund balance (\$27,086) that has not been transferred into this Next Chapter account, leading to a little bit of a discrepancy in this account, but Jocelyne is attempting to resolve this with Bill Burns (City Finance Director), Rebecca was encouraged that there have been a lot of new donors to the library in 2020, and about 12 smaller donations on Giving Tuesday. The library is tracking donors using the Little Green Light database.

6. Liaison Updates

- A. **City Council:** Robert Burck reported that on November 17, the City Council approved the City Budget for 2021, and as of December 1, the City Counsel approved the 2021 salaries for city employees. City employees should see an increase in their pay starting the first pay period after January 1, 2021.
- B. **Friends:** Chris Morris reported that Friends are working on kicking off their corporate donor program.
- C. **MCPASD:** MaryBeth Paulisse stated that the District is tentatively planning for a possible reopening the schools for Kindergarten, 1st, and 2nd grade starting on January 25th, 2021, subject to the guidelines of Madison and Dane County Health. The proposed plan is for the school to have a morning half day session with one group of students, and an afternoon half day session with a different group of students. It is possible that in the future, this could be expanded to also include grades 3-4. All plans are subject to change, depending on the status of the pandemic.
- D. **Community:** No updates.

7. Director's Update / Road Map: Jocelyne Sansing stated that the staff has proven themselves to be very resilient. The Library will continue to look at staff structure and will consider future modifications to the staff structure to most effectively match the skills of library staff with the ever-changing needs of the library.

Jocelyne reviewed the November Road Map. The library has a subscription to Hoopla, an online streaming service. The library will offer this service to patrons before the end of the year, possibly around December 21. The library will be able to reduce the purchase of physical materials such as DVD's in the future.

Jocelyne added that they are trying to finish up the Next Chapter project as we end this year and enter into 2021.

8. New Business:

- a. **DCLS 2021 Extension of Public Library Services (action)** – Rob Seltzer made a motion to approve this DCLS Agreement, seconded by Rose Sime. Motion passed unanimously.
- b. **Request for approval of naming rights of an outdoor bench (action)** – Rose Sime made a motion to approve the naming rights for this bench, seconded by Marybeth Paulisse. Motion passed unanimously.

9. Next Meeting: January 12th, 2021 at 5:30 pm

10. Adjourn: Motion by Art Waldman to adjourn, seconded by Rob Seltzer at 6:25 PM. Motion passed unanimously.