



## **Library Board Meeting Minutes**

**January 12<sup>th</sup>, 2021 5:30pm**

Meeting conducted electronically due to COVID-19 pandemic.

Minutes by R. Burck

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

Missing: MaryBeth Paulisse

Staff Attendance: Rebecca Light, Jocelyne Sansing

Public in Attendance: None

**Call to Order:** 5:30 pm

1. **Public Comments:** none. Ralph Zahnow raised a concern about whether the use of the waiting room feature in the Zoom virtual meeting program violates open meeting laws. Jocelyne Sansing noted that the Middleton City Attorney has said that use of the waiting room function is appropriate, and that waiting rooms are used in Common Council meetings and at least some other committee meetings. Ms. Sansing will confirm with the City Attorney that the use of the waiting room is consistent with open meeting laws.
2. **Approval of Minutes of December 8<sup>th</sup>, 2020 library board meeting (action):**  
Rob Seltzer made a motion to approve the minutes, seconded by Cindy Zellers. Motion passed unanimously.
3. **Financial Review of Balance Sheet and Approval of Vendor Report (action):**  
Review of the year-end finances looking at the variety of sources of funding (for example, 212 fund, one-time gifts, endowments gifts, etc.) These funds are held in different accounts to prevent comingling of the funds, many of which must be kept segregated. Motion to approve the December Vendor Report by Rose Sime, seconded by Cindy Zellers. Motion passed unanimously.
4. **Old Business**
  - a. Update on reopening Dane County Libraries – A phased reopening schedule is planned, but the timeline for this reopening is still being discussed with the leadership staff. The Library would also like to receive community input to guide this reopening. Jocelyne and the library team want to reopen the doors and get people into the building.
  - b. Library Board Retreat Reflections
    - i. The Board discussed how we might increase outreach to the public through social media and other outlets.
    - ii. Jocelyne is reaching out to Chief Harris (Fire District) to see if there might be a possibility of having a Library base of operations in their facility on Century Blvd. in the northeast corner of the City of Middleton. Jocelyne is also

looking at other options for outreach, such as other brick-and-mortar locations out toward Waunakee, or a traveling location such as a bookmobile.

iii. The Board discussed creating an ad hoc committee to evaluate library communications and outreach. Rose Sime, Chris Morris, and Art Waldman volunteered to form a subcommittee to work on some of these outreach options.

## 5. Committee Updates

- A. **Personnel:** No update this month.
- B. **Building:** The library staff is working on building signage, including signage related to way-finding and informational signs giving the background of named rooms. The library has two HVAC systems, both of which have been upgraded to include a single point bi-polar ionization system to hopefully better sterilize the Covid-19 virus. Rose asked if we could have signage with a diversity of languages. Jocelyne stated that the library is looking for community engagement on this process, especially as it relates to signage for named rooms and locations.
- C. **Development:** Jocelyne Sansing reviewed the 2020 Next Chapter budget. We are over our \$200,000 fundraising goal (from over 450 individual donors). The Next Chapter project is primarily finished, and the budget may be finalized later this week.

## 6. Liaison Updates

- A. **City Council:** Robert Burck reported that the Common Council continues to work on ways to assist downtown businesses overcome some of the adverse business conditions due to the pandemic. He stated that he believes that discussion related to the community campus have shifted to the back burner for the foreseeable future.
- B. **Friends:** Chris Morris reported that Friends are having some success raising funds from corporate sponsorships, given the pandemic. Courtney and Chris have reached out to Karen and are starting talks to improve and formalize the relationship between the Friends and the Board.
- C. **MCPASD:** Elementary students will be going back to school soon.
- D. **Community:** Looking for interested Board members to represent the Library on the Middleton Equity Team. Rose Sime stated that if the Middleton Equity Team allows Library Board participation, she would be interested in participating in that role. Jocelyne stated that the City is working to more broadly diversify its applicant pool for city committees, boards and commissions. The Board discussed creating a diversity and equity advisory task force to help educate the Library Board. Art Waldman is willing to lead the effort.

**7. Director's Update / Library Board Report Review:** Jocelyne Sansing provided an update on the Ripple Project. There is a 3-person Library staff team involved with this project. Jocelyne is asking if Trustees might be able to participate in these sessions. The library would like to offer more book discussions around topics like racial equity and racial literacy. The optimal size of these book discussions is 6-8 people, so this is a labor-intensive offering. It is better to go deep into the topic to really educate individuals, rather than to just scratch the surface.

Jocelyne pointed out that our usage statistics for the year were pretty amazing given that 2020 was such a difficult year. The library has not been able to open their doors to the public since March 2020.

In January, the library staff is kicking off their "Back-to-Basics" program to really prepare themselves for the new year.

## 8. New Business:

- a. **Motion for the Library to publish weekly press releases about library offerings –** Ralph Zahnow made a motion asking the Library staff to publish more press releases to inform the public about what is happening at the library. Motion seconded by Art Waldman for discussion. The Library staff already release a number of press releases, which are not always published. There is no capacity on the staff to write weekly releases, so there would be a need for additional staff, removing staff from other duties to free them up for this task or a Board or other outside volunteer. Ralph removed his motion from the table.

**9. Next Meeting:** February 9<sup>th</sup>, 2021 at 5:30 pm

**10. Adjourn:** Motion by Art Waldman to adjourn, seconded by Chris Morris at 7:05 PM. Motion passed unanimously.