



## **Library Board Meeting Minutes**

**February 9<sup>th</sup>, 2021 5:30pm**

Meeting conducted via Zoom 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: Library Staff Members

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

### **1. Public Comments:**

- Liz Zimdars thanked Jocelyne and the Board for the policies designed to keep the library staff safe during the pandemic. She stated that the Library Staff trust Jocelyne to make decisions about when and how to resume in-person service and asked that we continue to keep the library staff safe while the pandemic continues.
- Brendan Faherty offered similar thanks to Jocelyne for her leadership and her efforts to keep the library staff safe.
- Lori Bell asked the Library Board to hang on and keep doing everything we've been doing to keep patrons and staff safe, and she asked that we follow the recommendations from Dr. Anthony Fauci.
- Katie Ganser listed the many ways that the Library has continued to serve the public even as the building has been closed.
- Jennifer Senn thanked Jocelyne for her efforts to support and keep the Library staff safe. She additionally thanked Jocelyne for her leadership in offering many varied services at the Library even as the building has been closed.
- Kelsey Hudson offered similar comments regarding how the Library has continued to serve the public even while the building remained closed. She said that she and the Library staff thank Jocelyne for her steady leadership.
- Rebecca Light knows that everyone is tired of the pandemic, but the U.S. has not been very successful at eliminating the coronavirus, and she urges the Library Board to keep the current plans in place until the pandemic is truly over. She reiterated the recurring theme that the staff trusts Jocelyne to make decisions about when and how to resume in-person services.
- Cindy Zellers thanked the staff for their comments.
- Courtney Ward-Reichard also thanked the Library staff for the comments and their service during the pandemic.

**2. Approval of Minutes of December 8<sup>th</sup>, 2020 library board meeting (action):**

Ralph Zahnow stated that he wished that the minutes from the last meeting had shared more detail about his proposal to insert a weekly column in the Middleton Times Tribune. Art Waldman made a motion to approve the minutes, seconded by Rob Seltzer. Motion passed with 7 votes in favor, 0 against, with Ralph Zahnow and MaryBeth Paulisse abstaining.

**3. Library Financial Review of Balance Sheet and Approval of 2021 Vendor Report (action):**

Review of the year-end finances. Art Waldman asked if the library had leftover funds from the budget that were not spent in 2020. Jocelyne Sansing confirmed that we currently have some leftover funds. Art asked that we review whether there are any leftover funds that could be spent, rather than taking a distribution from the Endowment Fund. Jocelyne agreed that the Library Board would be asked how to disposition any leftover funds. Motion to approve the January Vendor Report by Rose Sime, seconded by Cindy Zellers. Motion passed unanimously.

**4. Old Business**

- a. Advocacy & Communications Committee – Pursuant to the Bylaws, Board President Courtney Ward-Reichard has created an ad hoc committee entitled the Advocacy and Communications Committee. The Advocacy and Communications Committee will evaluate additional ways for the Board and the Library to engage with the public, government leaders and other decision-makers to advocate and communicate about the value and importance of library services. Courtney asked that anyone interested in being on this ad hoc committee email her or Jocelyne. Rob Seltzer and Rose Sime both commented that the Library Board might want this committee to become a standing committee in the future due to the importance of this topic. Courtney indicated that studying whether to have a standing committee on this issue is one of the tasks she hopes the ad hoc committee will undertake.
- b. Nominating Committee – This committee currently is made up of the prior president, the current president, and the upcoming president, and is tasked with proposing a slate of officers for the following year. The final decision as to who will make up the officers is voted upon by the Board. The Board discussed whether or not the Nominating Committee might also recommend to the Mayor possible candidates for new members for the Library Board, with the approval of the Library Board. The Mayor makes the official nominations for the membership of the Library Board, but recommendations for candidates could better inform the Mayor of the needs of the Library Board. The Library Board also discussed the possibility of this committee identifying non-Board Members that could be asked to assist the Board on projects and sub-committees.
- c. Equity, Diversity and Inclusion Efforts – Art Waldman had volunteered to look into a Diversity Task Force. We agreed that we will have a monthly update on Equity, Diversity and Inclusion Efforts. The Board also discussed creating a statement of support from the Board regarding Equity, Diversity and Inclusion. It was agreed that Equity must be a goal, not just a statement, but a statement of support could be used to guide future action. Art stated that access to the library is a structural problem that also must be addressed by the Library Board. A particular concern was bus service – the nearest stop only has service until 11:30 am on weekdays, and no service at all to the Library on weekends. Rose Sime said that she will bring this bussing concern up at the next Middleton Equity Team meeting.

**5. Committee Updates**

- a. **Building:** The Next Chapter program is mostly complete at this time. Meeting room tables, chairs, technology for the rooms, signage, and other miscellaneous furniture will be the remaining items to be purchased using the remaining funds from Next Chapter gift

money (\$159K). The building committee may need to switch gears to start dealing with maintenance issues. This past weekend, there was a break-down in the mechanical room that led to minor flooding. Some furniture was damaged and needed to be disposed of.

- b. **Development:** Jocelyne Sansing said that the Development Committee is focused on the celebration portion of the Next Chapter project.

## 6. Liaison Updates

- a. **Equity, Diversity and Inclusion:** Rose Sime said that the Middleton Equity Team is working with city staff to add additional Equity goals to the city's Comprehensive Plan.
- b. **City Council:** Robert Burck reported that the Common Council recently held a Committee of the Whole in conjunction with the Plan Commission. Jocelyne Sansing asked Robert to attach the link to the Agenda Packet from the meeting so that the Library Board can review the materials.

### **See link to Agenda Packet for the 2021-01-30 - Committee of the Whole**

[https://drive.google.com/file/d/1PXJ\\_Nz-myYrmF4yjf5G\\_dJLVCuDXgO\\_j/view?usp=sharing](https://drive.google.com/file/d/1PXJ_Nz-myYrmF4yjf5G_dJLVCuDXgO_j/view?usp=sharing)

- c. **Friends:** Chris Morris reported that Karen Natoli from the Friends is resigning from the role as Friends Board President effective at their May member meeting, or until they find a new President, whichever comes first. The Friends of the Library are beginning to look for the next President. The Friends are also discussing ways to strengthen the relationship and cooperation between the Friends and the Board. Chris said that the Friends are creating an MOU (Memorandum of Understanding) to clearly state the relationship between these two groups for the future.
- d. **MCPASD:** MaryBeth Paulisse noted that last week was the first week of in-school teaching for grades K-4. Things are going very smoothly with the reopening of the classrooms. The School Board voted to approve a similar reopening plan for Feb 22 for Middle School students, and for March 11 for High School students. MaryBeth also noted that we are a week away from the primary election, with candidates running for the school board as well as an open position for the State Superintendent of Public Instruction.
- e. **Community:** None.

**7. Director's Update / Library Board Report Review:** Jocelyne Sansing updated the Board on the City's efforts to fill vacancies in the City's committees with more diverse members. There was a really good presentation related to the Ripple Project today, and Jocelyne recommends reviewing the link that she will send out.

[https://drive.google.com/drive/folders/1-JKqvk2XmtmURTBda\\_X9Is0gVtF2-cEy](https://drive.google.com/drive/folders/1-JKqvk2XmtmURTBda_X9Is0gVtF2-cEy)

Click on the link for Racial Equity 101 – Dane County.mp4

Note that this link may not work after 2/17/2021.

The next phase of reopening will involve allowing members of the public to reserve computer time. Once this service becomes available, Jocelyne asked that the Board help get the word out to people who do not have easy access to computers or the internet that they will soon be able to reserve time on a computer at the library.

Jocelyne noted that the furnace room really needs to be cleaned out, and quite a bit of furniture needs to be thrown out because of the flooding from the maintenance room.

Jocelyne also noted that the Library is working hard to maintain what has been working well for the Library throughout the pandemic.

**8. New Business:**

- a. **DPI Annual Report 2020**– Jocelyne says she is still working to gather the data for this annual report. She shared the 2019 report with the Board so that we can see what a typical report looks like. This year's report has additional requests for information regarding Covid-19. Separate meeting to be scheduled on February 19.

**9. Next Meeting (DPI Annual Report review):** February 19<sup>th</sup>, 2021 TBD (morning)

**Next Meeting (Monthly Board Meeting):** March 9<sup>th</sup>, 2021 at 5:30 pm

**10. Adjourn:** Motion by Art Waldman to adjourn, seconded by Chris Morris at 6:41 PM. Motion passed unanimously.