



## **Library Board Meeting Minutes**

**March 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, MaryBeth Paulisse, Courtney Ward-Reichard, Rob Seltzer, Rose Sime, Art Waldman, Ralph Zahnow and Cindy Zellers

Missing: Chris Morris

Staff Attendance: Rebecca Light, Jocelyne Sansing, Liz Zimdars

Public in Attendance: Mayor Gurdip Brar

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

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

- Mayor Gurdip Brar commented that the Library is doing a great job! He thanked the Library staff and the Library Board for our work to ensure the safe operation of the library during the pandemic. He also looks forward to the time when the Library building can be open to members of the public.

### **2. Approval of Minutes of February 9<sup>th</sup>, 2021 library board meeting (action):**

Art Waldman made a motion to approve the minutes of February 9, 2021, seconded by Rose Sime. Motion passed unanimously.

### **Approval of Minutes of February 19<sup>th</sup>, 2021 special library board meeting to review the 2020 Annual DPI Report (action):**

Art Waldman made a motion to approve the minutes of February 9, 2021, seconded by Rose Sime. Motion passed unanimously.

### **3. Approval of February vendor report and financial review (action):**

Reviewed the February vendor report and finances. Motion to approve the February Vendor Report by MaryBeth Paulisse, seconded by Rose Sime. Motion passed unanimously.

### **4. Old Business**

- a. **Advocacy & Communications Committee** – Courtney Ward-Reichard said that Ralph Zahnow, Rose Sime and Chris Morris have volunteered to participate on this committee, and she encouraged anyone else who is interested to contact her to participate on this committee. Courtney pointed out that to start, this committee is and will continue to be an Ad Hoc committee, though as this committee continues to meet in the future, the Advocacy & Communications Committee might recommend at a future date that this committee become a standing committee.

## 5. Committee Updates

- a. **Building:** Jocelyne Sansing showed pictures from around the Library as she discussed how signage will be changed to mostly in-space signage (replacing some current signs which are hung from the ceiling). Some signs will be painted onto the walls and doors to better help people find their way through the library and to better identify rooms and library donors.

Rob Seltzer asked if any of the signs will need to be translated into other languages (for example, Spanish). Jocelyne stated that much of the signage will use either graphical icons or proper names to identify rooms, neither of which will require translation. Jocelyne did say that a Welcome sign / welcome wall in the entryway of the library will be translated into multiple languages, and that a "Gather" sign will also be translated into multiple languages.

Jocelyne then updated the Board on the recent facility issues. There were 3 significant issues in the last month.

- i. Snow build-up on the roof melted, and this snow-melt seeped into the building and caused damage to the HVAC system.
- ii. A second problem occurred when the fire alarm went off on a Sunday afternoon. Jocelyne came into the building to try to reset the alarm, but it would not easily reset, and this alerted her to the fact that this was not a false alarm. During further investigation, it was found that the alarm had been triggered by a broken furnace coil in the ceiling that was spraying water onto the circuit breaker box. This required one of our service companies to be called in to turn off the water to fix the burst pipe and to begin cleaning up the water damage.
- iii. The third problem was a sewer drain. The restrooms on the main level tend to regularly back up. There is no good way to easily snake the pipes all the way to the sewer main. When the plumber was snaking the sewer pipe on Friday, a PVC pipe broke and sewage began pouring into the lower levels of the Library, including into Jocelyne's office. There is now a need to replace an 8-12 foot section of the ceiling, and mold remediation is needed. Jocelyne is not yet sure what the repair costs will be. The Library has filed an insurance claim for the sewer pipe breakage.

In summary, the library building is starting to show its age, and multiple things are starting to break down with relatively severe consequences. The library and the Board will need to work with the city and fundraising teams to determine next steps. This may require the Community Campus project to move forward again in the near term, if possible, to create a new space / new building for the library. If the City does not move forward with the Community Campus, the Board will need to look at other options to resolve these facility problems.

- b. **Development:** The Library publicly announced this past month that the Next Chapter project is now complete. Rose Sime spoke to two families who donated to the Next Chapter project. She relayed to the Board that these families are amazed and very excited about the fact that this project was able to be completed during the pandemic.
- c. **Advocacy & Communications Committee:** Discussed above under New Business.

## 6. Liaison Updates

- a. **City Council:** Robert Burck reported that the Community Campus is on hold due to the pandemic, but based on Jocelyne Sansing's report of problems with the Library's facilities, the City may need to consider whether or not the City needs to start moving forward on this again. Robert also discussed how the Common Council voted in February to work with Vandewalle & Associates on a city-wide Strategic Plan to help the city prioritize and optimize the many current plans and policies that the City has previously created, with the goal of meeting multiple goals with every action taken by the city. Rose Sime asked Robert if the Strategic Plan was the same as the Comprehensive Plan, which

the City has been working on for years. Robert stated that the Comprehensive Plan sets down guidelines and aspirational goals for the City, and is different from the Strategic Plan, which is being newly generated over the next two years to help the City take targeted actions to accomplish multiple goals with the finite amount of money available for city projects.

- b. **Friends:** Courtney Ward-Reichard passed on a report from Chris Morris that revenues for the Friends of the Library are down more than 50%. Membership is also down. Additionally, there is a loss of leadership with the stepping down of Karen Natoli. Currently, no one has stepped up to fill that role. Courtney suggested that if anyone was interested, possibly an individual on the Library Board could help the Friends fill this role. Alternatively, if any Board member knows of an interested party, we could talk to our circle of contacts to encourage someone willing to take on this role within the Friends of the Library.
- c. **MCPASD:** MaryBeth Paulisse noted that the Middle School and Elementary School students in the District's Universal education model are doing well in in-person classes. High school students will begin in-person classes on March 11. MaryBeth also noted that many of the school staff and teachers have received the covid vaccine, with hopefully most of the school staff being vaccinated by the end of the month. There has been good headway on the construction of the High School. Students will have all of their classes moved into rooms on the north side of the building, and the older part of the High School on the south side will be the next part to be renovated.
- d. **Community:** Courtney Ward-Reichard reported that there was a March meeting of the Good Neighbor Festival Board, and she informed us that the GNF Board is optimistically planning for an in-person festival on August 28-30, 2021, although it is expected that adjustments such as capacity limits and masking may likely still be necessary depending on the public health situation at the time.
- e. **Equity, Diversity and Inclusion:** Rose Sime reported on the meeting of the Middleton Equity Team. The Team continues to address issues of importance to the community. Of relevance to the library was a discussion of how to get better bus service to the library, and will look into this issue more in the future.

## 7. Director's Update / Library Board Report Review:

a. Jocelyne Sansing reported that library staff have been undergoing staff training on equity issues through the Ripple Project. This year is really focused on how to support our people so that we can transform the Library to better leverage the library programs to improve equity and diversity.

b. Rob Seltzer asked Jocelyne about the plans for reopening. Jocelyne stated that she plans for the library to reopen on a similar timeline with that of many of the larger libraries in the area, which are mostly targeting to reopen around the end of April. Most other libraries are also looking at opening in April, but Madison may open later due to the size and complexity of their larger system.

c. When asked about the vaccination of the Library staff, Jocelyne reported that Library workers were not prioritized by the State of Wisconsin for getting the covid vaccination based on their job classification. Some staff are concerned that reopening for any access by the public will create risk. Some staff have also asserted that many staff do not have health insurance and may be at higher risk of serious illness if they were to contract Covid. These concerns will be taken into account as a safe reopening plan is finalized, hopefully by the end of April.

d. The Library will continue to have a high demand for curbside service which the Library has been able to do safely, but Jocelyne is not sure how curbside service may need to change when in-person services start up. The current thought is that the Library may continue curbside services Monday through Wednesday, and in-person express service Thursday through Saturday. Computer services are currently available by reservation on Wednesday now, and this will likely transition to Thursday through Saturday computer reservations to coincide with the in-person express services. Patrons will need to wear a mask or will need to utilize only curbside service. The Library team has rearranged the book stacks within the building for better social distancing.

**8. New Business:**

- a. **2021 Adjacent County Reimbursement Request** – Jocelyne presented the reimbursement request form. Motion to request reimbursement from these adjacent counties made by Robert Burck, seconded by Art Waldman. Motion passed unanimously.

**9. Next Meeting (Monthly Board Meeting):** April 13<sup>th</sup>, 2021 at 5:30 pm

**10. Adjourn:** Motion by Art Waldman to adjourn, seconded by Rob at 6:39 PM. Motion passed unanimously.