



## **Library Board Meeting Minutes**

**April 13<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 Zahnnow and Cindy Zellers

Staff Attendance: Rebecca Light, Jocelyne Sansing, Liz Zimdars, Travis Mueller

Public in Attendance: Nell Mally, Tim Graham, Joan (unknown last name)

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

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

The presence of members of the Friends of the Middleton Public Library Board was noted, but no comments were made.

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

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

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

Reviewed the March vendor report and finances. Motion to approve the March Vendor Report by Art Waldman, seconded by Rose Sime. Motion passed unanimously.

### **4. Old Business**

- None

### **5. Committee Updates**

- Personnel:** Courtney Ward-Reichard has invited Jocelyne Sansing to submit a self-evaluation form for her annual performance evaluation. Courtney will be setting up a meeting of the Personnel Committee near the end of April to evaluate the Library Director's performance. Additionally, Courtney invited every board member to submit any input or recommendations via email.
- Building:** Jocelyne Sansing stated that the building committee is on hiatus for now, but she hopes that as the building reopens, the Building Committee will start to meet again to provide guidance on building and signage issues.
- Development:** Jocelyne Sansing reported that the main focus of the Development Committee at this time is donor recognition and a potential Library reopening celebration. The Development Committee welcomes additional participation from Board members, as members Chris Morris and Karen Natoli have resigned their respective positions. When

a new Development Committee is formed, the new committee will determine its future goals.

- d. **Advocacy & Communications Committee:** Courtney Ward-Reichard informed the Board that Chris Morris has resigned from the Board, leaving a vacancy on the Board and also on the Advocacy and Communications Committee. Current members of this ad-hoc committee are Ralph Zahnow and Rose Sime. Courtney asked that any additional Trustees who might be interested in participating on this committee contact her.
- e. **Nominating Committee:** Courtney Ward-Reichard reported that she had recently reconvened the Nominating Committee to discuss the vacant or soon-to-be vacant positions on the Board (Chris Morris who resigned, and Rob Seltzer who is term-limited). The Mayor will nominate people to fill the vacant positions on the Board, but the Mayor has stated that he would welcome recommendations from the Board, whether the recommendations are for specific skillsets or are recommending specific individuals. The Board also welcomes the City's initiative to increase diversity in appointments to all City committees, and has expressed that support to the Mayor. Additionally, the Nominating Committee recommended the nomination of MaryBeth Paulisse to fill the now-vacant officer position of President-Elect, subject to her acceptance of the nomination.

## 6. New Business

- a. **President Elect Vacancy –** Motion by Rob Seltzer to nominate MaryBeth Paulisse for the currently open position of President-Elect, seconded by Art Waldman. Motion passed unanimously.
- b. **Friends MOU, Book Shop –**Jocelyne Sansing reviewed the draft Memorandum of Understanding (MOU) between the Friends and the Board. Two major topics in the MOU are regarding space use within the Library and how finances are handled between the Friends and the Library. Topics in Red text are highlighted as areas that could be scrutinized more closely to determine if these areas should be changed or stricken. No action was taken at this meeting, but this topic will be reviewed again in the future. Courtney Ward-Reichard asked if any Board members would be interested in becoming the liaison between the Friends and the Board of Trustees. Art Waldman volunteered to become this liaison.

## 7. Liaison Updates

- a. **City Council:** No relevant updates from the city.
- b. **Friends:** No update at this time, but the new appointment of Art Waldman as liaison will be helpful in forming a stronger bridge of communication in the future.
- c. **MCPASD:** MaryBeth Paulisse noted that Elementary students will be moving to a schedule of 4 days in the classroom due to new recommendations from the State and Dane County. The Middle School will also change to a 4 day in-classroom model in the near-future. The High School schedule will remain unchanged. MaryBeth confirmed that there has been no transmission of Covid within the school setting to-date.
- d. **Community:** Rose stated that Amy Perry has been asked to speak to the Kiwanis. The Kiwanis and the Library are hoping to work together to set up little libraries throughout the city. Courtney Ward-Reichard reported that the Good Neighbor Festival is progressing, and the Library bookmobile is scheduled to be in the parade!
- e. **Equity, Diversity and Inclusion:** Rose Sime reported that the Equity, Diversity and Inclusion group is going through a bit of a reorganization to make it more of a community-led committee. The Equity, Diversity and Inclusion group recently discussed Land Trusts and Jocelyne pointed out that this might be a good topic of conversation to be discussed further as part of a Library program.

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

- a. Jocelyne Sansing reported – Jocelyne Sansing reported the library is scheduled to begin reopening on Thursday 29<sup>th</sup> April at 9:00 AM, after 411 days of being closed for in-person services. In the first phase, the library will be open to the public for limited use on Thursday through Saturdays. Curbside service will be offered on Monday through Wednesday. Curbside service will not be available on days the library is open. In person services will start slowly, and

will be scaled up over the next few weeks. There will be minimal furniture in the library to begin with. The Library is committing to this first phase for 8 weeks and learning what works and what could be improved upon. The Library sent out notification of the reopening on Notify Me, MidLibrary.org, social media, and supplied information to be published in the Middleton Times-Tribune newspaper.

There is a vacancy with the resignation of Brendan Faherty, Head of Circulation. Jocelyne is looking at ways to not only fill this vacant position, but to also provide opportunities for growth to other members of staff and to add additional skill sets available to the Library. This could potentially include filling the position with someone who can fill the needs of the circulation position while also having someone with at least part-time responsibility for IT support to assist and learn from Patrick. The goal is to look at the needs of the library to see how people can be reallocated to best support the library and to offer additional opportunities to Library staff members.

**9. Next Meeting (Monthly Board Meeting):** May 11<sup>th</sup>, 2021 at 5:30 pm

**10. Adjourn:** Motion by Rob Seltzer to adjourn, seconded by Cindy Zellers at 6:55 PM. Motion passed unanimously.