



Library Board Meeting Minutes

May 11th, 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: None

Staff Attendance: Rebecca Light, Jocelyne Sansing

Public in Attendance: Tim Graham

Call to Order: 5:30 pm

1. Public Comments:

- Ralph Zahnow asked Tim Graham of the Friends Group about his statement that they no longer have any inventory of books. Tim deferred to Jocelyne who said that there is still an inventory of books available, but that some books did have to be disposed of after a flooding event at the Library.

2. Approval of Minutes of April 13th, 2021 library board meeting (action):

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

3. Approval of April vendor report and financial review (action):

Reviewed the April vendor report and finances. Rebecca highlighted two transactions in the vendor report related to closing down the Next Chapter project. Motion to approve the April Vendor Report by Cindy Zellers, seconded by MaryBeth Paulisse. Motion passed unanimously.

Quarterly financial review: Jocelyne Sansing and Rebecca Light reviewed the finances with the Trustees. Jocelyne showed how new accounts have been created to better track the Library's operating expenses, per a request from the City's finance committee. There will need to be some additional discussions with the City of Middleton to properly set up these new accounts to better work in harmony with the City's accounting system.

4. Old Business

- None

5. Committee Updates

- a. **Personnel:** Courtney Ward-Reichard stated that the Board will be going into closed session to discuss the annual performance evaluation of the Library Director. There were no other updates at this time.

- b. **Building:** No updates at this time.
- c. **Development:** No updates at this time.
- d. **Advocacy & Communications Committee:** Courtney Ward-Reichard informed the Board that this topic is in a holding pattern for now due to the vacancies on the Board. We hope to get a couple of new Board members appointed in the next couple of months. We will await to see their interests and what skills they might bring to the Board.
- 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). Because the original designated President-Elect resigned, and because MaryBeth Paulisse, who was recently nominated to be the new President-Elect, has had almost no time in the position as President-Elect to learn the role of President, the Nominating Committee recommended asking Courtney to remain in the role of President, and to give MaryBeth a year as President-Elect to give her time to learn the role before nominating her the next President.
 The Nominating Committee also recommended nominating Robert Burck as Secretary for another year.
 Based on MaryBeth Paulisse's experience in the role of Treasurer, the Nominating Committee also recommended not filling the role of Treasurer at this time. Because the City controls many of the accounts used by the Library, the Treasurer position has very little freedom to oversee the Library's finances and Trustees may want to reconsider if the role of Treasurer should continue into the future. It was noted that the Treasurer role was just added a little over a year ago, and if there is no freedom to operate in this role, it may make sense to eliminate this position. Art Waldman asked what the process would be for changing the position description for the Treasurer position. Courtney said that the Nominating Committee should review this role and make a recommendation to the Board of Trustees, who would then have the final authority to modify or eliminate this role. If changes are made, the Board should also update the bylaws at that time.

6. New Business

None

7. Liaison Updates

- a. **City Council:** No relevant updates from the city.
- b. **Friends:** The Friends had their annual meeting last week, Art Waldman, Ralph Zahnow, and Marybeth Paulisse were present. The Friends are currently planning to remain on hiatus until September. The Friends are also very interested to see how the Library Board will vote at the June Board meeting re: status of the bookstore.
- c. **MCPASD:** MaryBeth Paulisse noted that all of the schools have been slowly reopening. Last week, the middle school transitioned to a four-day school week. High school will continue to be a hybrid model until next school year. Next fall, the entire school system will go back to a five-day in-school school week, though there will be a fully-virtual option for those parents who want that option for their students.
- d. **Community:** Jocelyne stated that fund-raising for the Stone Horse Green is nearly complete.
- e. **Equity, Diversity and Inclusion:** Rose Sime reported that the Kiwanis are willing to help set up Little Library boxes throughout Middleton, and Amy Perry will look at how the Middleton Public Library could support this program to extend the distribution of books into the community through these Little Library boxes.

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

Jocelyne Sansing reported that community partnerships are still going strong. Amy Perry is continuing to grow these partnerships. The Library is looking for presenters and

speakers to continue the Ripple Project to discuss and educate the public on equity, diversity, and Inclusion issues.

The Library is continuing to open in a slow, controlled way so that the Library does not start to offer a service only to have to step back from that service. Jocelyne reported that the Library is “getting a lot of love” from the public based on the re-opening of the Library to-date.

On the operations side, the library has welcomed two new Pages to the Library. Also, the Dane County Library Board is removing usage data from 2020 for all of their calculations, since 2020 data skews the results of these calculations. This is important as these calculations determine how much money the county provides to each municipal library, and the usage data from 2020 would have unfairly skewed the calculations.

9. New Business – Closed Session

- a. Motion by Rose Sime and second by Art Waldman to go into closed session.
 - i. Convene into Closed Session in accordance with section 19.85(1)(e) to discuss the Memorandum of Understanding with the Friends of the Library.
 - ii. Convene into Closed Session in accordance with section 19.85(1)(c) to discuss the Employee Performance Review of the Library Director.
- b. Motion by Rob Seltzer and second by Cindy Zellers to go back into open session.

10. Next Meeting (Monthly Board Meeting): June 8th, 2021 at 5:30 pm

11. Adjourn: Motion by Cindy Zellers to adjourn, seconded by MaryBeth Paulisse at 7:43 PM. Motion passed unanimously.