



Library Board Meeting Minutes

July 13th, 2021 5:30pm

Meeting conducted via Zoom due to COVID-19 pandemic.

Minutes by R. Burck

Board Member Attendees: Robert Burck, Karene Cary, MaryBeth Paulisse, Jean Phillips, Rose Sime, Art Waldman, Ralph Zahnow and Cindy Zellers

Missing: None, but there is one unfilled Board position at this time.

Staff Attendance: Rebecca Light, Jocelyne Sansing,

Call to Order: 5:30 pm

1. Public Comments:

- No comments

2. Approval of Minutes of June 8th, 2021 library board meeting (action):

Art Waldman made a motion to approve the minutes, seconded by Ralph Zahnow. Motion passed with one abstention (Sime).

3. Approval of the June vendor report (action):

Reviewed the June vendor report. Rebecca Light highlighted a single large deposit from Dane County (Account 212-4344-00 Dane Co. Operating Reimbursement in the amount of \$944,171), that identifies this year's annual payment to the Middleton Public Library.

Motion to approve the June Vendor Report by Art Waldman, seconded by Rose Sime. Motion passed unanimously.

4. Financial Review: 2021 mid-year budget and 2022 kickoff/timeline (discussion)

Jocelyne Sansing reviewed the 2021 mid-year budget with the Library Board. Overall, the Library appears to be well within the budget for the year, and the revenues and expenses are where one would expect them to be at this point in the year. Robert Burck asked about the 315 fund for Outside Services (Environmental Controls), and whether or not this was an expense only during the pandemic, or if the Library will be continuing this cleaning service in the future. Jocelyne stated that Environmental Controls had been brought in for deep cleaning during the pandemic, but that this deep cleaning has been very well received and will likely continue for the foreseeable future.

Jocelyne also discussed that the 410 fund for Equipment Maintenance is actually an IT expense. The expenses year-to-date are currently at about 80.4% of the budgeted funds. Patrick, the Librarian / IT person for the Library has expended a larger portion of this fund earlier in the year to help facilitate the opening of the library after the pandemic. It is likely that Patrick can stay within budget for the remainder of the year, despite the larger expenditures made to-date.

No action was required on this discussion item.

5. Committee Updates

- a. **Building:** No updates. Waiting for the Community Campus planning committee to be revived before the Building Committee next meets..
- b. **Development:** Jocelyne Sansing asked that Board members try to reserve the date of Friday August 20th (Afternoon) to celebrate the successful completion of the Next Chapter project.
- c. **Advocacy & Communication:** No updates.

6. Liaison Updates

- a. **City Council:** Robert Burck reported that the Common Council is now having meetings in-person / hybrid meetings. Overall, the hybrid meetings have been working pretty well. There is about a 1.5 second delay in the video stream for the people participating virtually, and occasional problems with audio feedback or noise. The City has a sound engineer on-site in the Common Council Chamber to control the audio and to select the camera view that is broadcast over Zoom. The City is starting to enter into the budget season and will be working on the budget for 2022 from now until the beginning of December.
- b. **Friends:** Art Waldman reported that there will be a meeting tomorrow with the Friends. According to their Charter, they need 4 board members to continue. If there are not 4 new people willing to be board members, the Friends will plan to dissolve the group. No current board members are planning to continue for another year.
- c. **MCPASD:** MaryBeth Paulisse reported that the school is in the midst of their summer school program (with a new K-8 summer school program). MaryBeth has moved into the role of Director of Elementary Education. School will return in the fall to full in-school participation 5 days a week. There will also be a virtual option for those who sign up for that option, and about 100 students are currently planning to utilize the virtual option.
- d. **Community:** No updates.
- e. **Equity, Diversity and Inclusion:** Rose Sime said the Equity, Diversity and Inclusion group meets on the 2nd and 4th Wednesdays of the month. The group is currently supportive of the teaching of equity and diversity in school. The group will also continue to be supportive of and working toward more housing options in the community.

7. Exhibit and Display Policy update (action):

Jocelyne Sansing reviewed with the Library Board the Exhibit and Display Policy, which has been updated to include a review committee whose purpose it will be to review applications from artists who are requesting to display their art within the library. The policy also offers guidance on processes to help the Library avoid censoring materials and to prohibit patrons from exercising censorship over the art that is exhibited at the Library. Cindy Zellers made a motion to approve the policy, seconded by Art Waldman. Motion passed unanimously.

8. Director's Update / Monthly Road Map:

Jocelyne Sansing reported that the Library is back up to a 6-day per week schedule. The Library is a little short-staffed right now, and Jocelyne hopes that the Library can get back up to full force in the near future.

9. Enter into Closed Session:

- a. Motion by Cindy Zellers and second by Art Waldman to convene into Closed Session in accordance with section 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Employee performance, organizational chart changes, rehiring.
- b. Motion by Art Waldman and second by Karene Cary to go back into open session.

10. Adjourn: Motion by Art Waldman to adjourn, seconded by RoseSime at 7:53 PM. Motion passed unanimously.