



Library Board Meeting Minutes

August 17th, 2021 5:30pm

Meeting conducted via Zoom due to COVID-19 pandemic.

Minutes by R. Burck and R. Light

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

Absent: Jean Phillips

Staff Attendance: Rebecca Light, Jocelyne Sansing, Liz Zimdars

Public in Attendance: George Zens (Middleton Review)

Call to Order: 5:30 pm

1. Public Comments: No comments
2. Welcome new trustee, Karene Cary! – Postponed until later in the meeting.
3. Approval of Minutes of July 2021 library board meeting (action): Art Waldman made a motion to approve the minutes, seconded by Rose Sime. Motion passed with one abstention (Sime).
4. Approval of July Vendor Report (action): Reviewed the July vendor report: Rebecca Light highlighted a larger than normal book expense due to one of the Library's book vendors catching up on delivery books that had been on back order. Rose also asked about some gifts to the library in the amounts of \$0.20 and \$0.25. These were gift made by people who told the library to "keep the change". These are recorded as gifts. Motion to approve the June Vendor Report by Art Waldman, seconded by Robert Burck. Motion passed unanimously.
5. Financial Review: 2022 budget proposals (action): Robert Burck left for another meeting at 5:58pm. Light will record additional minutes.

Sansing read email responses from Bill Burns and Mark Ibach regarding investment options for the library's funds:

From Bill Burns (MID City Finance):

The City does report and pay sales tax for library copies and printing. Barb Weber compiles the monthly sales tax information for all departments and I pay this to the Wisconsin Department of Revenue. If you look at the Library Copies and Fax revenue account (212-4611-00) pre-pandemic you will see monthly debits for the amount of the sales tax payments.

I recommend that the Library continue to use the option in Chapter 43 and the DPI guidance to transfer funds to the municipal treasurer for investment. Managing funds, investing, and accounting for these transactions are core services that we provide and we have good systems in place to do these tasks efficiently. The Fund 204 and 212 Library funds are part of the City's pooled investment portfolio. This allows us to manage a larger portfolio and take advantage of laddering investments to gain additional yield on longer maturities while still insuring that we have the liquidity to meet cash flow needs. The Library receives an interest allocation based on the average balance of their funds as a percentage of the total portfolio. In 2020 Fund 204 received \$674 in interest and Fund 212 received \$4,549. That is 1.3% of the average balance of those funds. That is in an environment where short term rates went to near zero with a 1-year treasury bill earning 0.10% by the end of the year.

Wis. Stat. 66.0603 (1m) is fairly restrictive in allowable investments with the goal of providing a high level of security for the funds invested. I think that the City's investment policy and portfolio operate well within the parameters allowed by the state. I think that setting up a separate investment program for Library funds separate from the rest of City funds would be less efficient and would lose the advantages of operating within a pooled portfolio.

From Mark Ibach (SCLS):

The information Bill provided is indeed correct. It's important to clarify that any funds from the municipal appropriation, county reimbursements (home county or adjacent county), and all fines and fees must be held by the municipality.

Other only option for other investing options are gifts and donations, which the library board can choose to put in a bank account, invest in certificates of deposit, put into the SCLS Foundation or other community foundation, or other investment options. The board also can choose to have the municipality invest those dollars, but it is limited by state statute as to where it can invest. SCLS faces the same limitations with system aid, which must be invested in less "risky" funds to ensure there is little or no loss.

You already have some funds invested with the SCLS foundation, which is so far earning about 7.58% for the year. Because of recent investments from libraries, the management fee from First Business Bank has declined to .49%. As is always the case, funds invested in the SCLS Foundation are fully available to member librarians (except for the annual management fee).

Art asked whether the Friends could choose to move funds to another library investment account, such as the general endowment held with MCF. Sansing confirmed that this is an option, but reminded that the endowment can only disperse a yearly interest payment to the library.

2022 changes to operating:

- \$723 savings to Periodicals
- \$350 increase to Postage
- \$1,200 savings from Communications (director cell phone) account
- \$2103 increase to [LINK Services](#) (SCLS services; the biggest areas of this budget are delivery and catalog services.) The annual Projected Fees page will be updated and posted to the SCLS website after the September 23rd SCLS Board meeting when the 2022 SCLS budget is approved.
- \$7808 savings to Electronic Resources (library subscription databases, mainly negotiated and paid through WiLS consortium subscription services).

Other operating account to note: Sansing says that we'd like to grow the Programming account over the next few years to support library-wide programming. Initially, this account supported a grant-funded Media Maker Lab program that contracted with an outside instructor. This program has evolved over the last few years and will now be supported by library staff.

Capital Budget: The City's Capital Improvement Plan (2022-2026) encompasses a 4-year projected plan. Some of the library's requests (such as ADA restroom upgrades) are dependent on long-term plans for the building. Sansing reports that we are once again requesting a vehicle for the community engagement librarian – this would be helpful for ease of transport, storage, and publicity needs. A new exterior sign is another request, also dependent on future building plans. Finally, the library is requesting \$120,000 for mechanical maintenance needs.

Paulisse made a motion to postpone the approval of the 2022 budget proposal to the September meeting. Zahnow seconds. Motion passed unanimously.

Paulisse welcomed new trustee, Karene Cary. Cary grew up in the Middleton area, has a soon-to-be 4th grader at Sauk Trail and a 2.5 year old, is retiring from the Army Reserves this year, and is transitioning from a job at Edgewood to a job at UW-Madison next week. The board is pleased to welcome her!

6. Committee Updates

- a. Building – on hiatus
- b. Development – Next Chapter Celebration this Friday, 4-5:30pm. No cake due to new mask mandate, but still lots of fun! Look forward to overview of the project, thank you for donors, prize giveaways, donor photos, a facility tour, and more.
- c. Nominating
 - i. Nomination of Jean Phillips for Library Board President Elect officer position (action). Sime moved to approve Phillips as President Elect. Cary seconded. Motion approved unanimously.

7. Liaison Updates

- a. City Council – Sansing is a staff liaison working with the city consultants on city-wide strategic planning.
- b. Friends – Waldman reported that enough volunteers have stepped forward to be on the new Friends board, which means the Friends will not need to dissolve. The current treasurer will stay on through Dec/Jan. The former board members have also agreed to be available for consultation. The new board will plan to meet with Sansing and focus on organizing, with plans for fundraising at a future date. Waldman asked that all trustees become members of the Friends to show support for the new Friends board.
- c. MCPASD – Paulisse reported that the first day of school is Sept 1st and new teachers have already started. Most students are returning to in-person instruction with about 100 students district-wide who will remain fully virtual. District reps will be participating in the Good Neighbor Festival.
- d. Community – Sime reported that the next equity meeting has been postponed for a few weeks. The current focus includes reading about restorative justice practices.

8. Room Reservations Policy amendment (action) – Sansing presented revisions to the Room Reservation Policy, outlined in red. Waldman moved to approve, seconded by Sime. Motion passed unanimously. Sansing thanked Liz Zimdars for reviewing this policy with her staff.

9. Director's Update/July Road Map – Community Partnerships are still going strong, despite the pandemic! Sansing has been working with City Planning on a potential BCycle project, bringing electronic bikes for free checkout outside of the library. Study room bookings are back; use continues to pick up. The library is working with the YWCA to partner as a restorative justice site. Sansing invites trustees to join the library on Friday for the Next Chapter Celebration! She says it's been great to have so many kids back in the building – lots of new card registrations, as well

as checkout and visitor count increases. Sansing notes that adding Sunday services in 2022 is currently on hiatus due to pandemic uncertainties, but this is something we should consider in the future. She also invites trustees to join the library to represent MID in the Good Neighbor Festival Parade on Sunday, Aug 29th – contact Amy Perry (aperry@midlibrary.org) to RSVP.

Sansing reported that the library is still not able to accommodate hybrid in-person and virtual library board meetings – technology is coming soon that may make this possible. The city council will be moving back to virtual meetings. Library trustees stated a preference for continuing virtual meetings for the time being.

10. Next Meeting: September 14th, 2021 5:30pm virtual

11. Adjourn (action item): Waldman made a motion to adjourn at 7:14 pm, seconded by Paulisse.