



Library Board Meeting Minutes
September 14th, 2021 5:30pm

Meeting conducted via Zoom due to COVID-19 pandemic.

Minutes by R. Burck

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

Missing: MaryBeth Paulisse (excused)

Staff Attendance: Rebecca Light, Jocelyne Sansing

Public in Attendance: Mayor Gurdip Brar

Call to Order: 5:30 pm

1. Public Comments:

- Gurdip Brar, the Mayor of the City of Middleton, spoke, encouraging the library to look at ways to expand service to underserved parts of the City of Middleton, especially locations with more apartments and locations on the northeast side of the City.

2. Welcome new trustee, Theresa Kim!

3. Approval of Minutes of August 17th, 2021 library board meeting (action):

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

4. Approval of the August vendor report (action):

Reviewed the August vendor report. Rebecca Light highlighted the details of this vendor report

Motion to approve the August Vendor Report by Cindy Zellers, seconded by Ralph Zahnow. Motion passed unanimously.

5. Old Business

a. YTD Financial Review

Jocelyne Sansing reviewed the YTD Financials. The Trustees asked a few questions to help better understand a few of the numbers, but it appears that the Library is on-track to be within its budget at the end of 2021. No action was necessary on this topic.

b. 2022 Budget Proposal Recommendation (action):

Jocelyne Sansing reviewed the 2022 Budget. She pointed out that Cross County reimbursements were down this year due to the Library closures, and the reimbursement we receive in 2022 will be \$11,750 less than projected (for a total reimbursement of \$3,160). County Aid in 2022 will be the same as in 2021 (\$944,171), though County Aid in future years may be less.

Jean Phillips asked if the Middleton Library is a net lender or a net borrower. Jocelyne confirmed that Middleton Library is more of a net borrower of books and materials.

Jocelyne discussed wages and personnel, and noted possible changes to longevity pay and health insurance.

The requested 2022 budget proposal will be \$2,358,747, and the budgeted operating costs for 2022 are expected to be \$2,247,935, leaving a balance of \$110,812 that can be allocated to operating expenses such as programming, building ground maintenance, sorting equipment and part-time staff.

Motion to approve the 2022 Budget Proposal by Rose Sime, seconded by Art Waldman. Motion passed unanimously.

6. Committee Updates

- a. **Building:** On hiatus. No updates.
- b. **Development:** On hiatus. No updates.

7. Liaison Updates

- a. **City Council:** Robert Burck stated that it is budget season. That will be the focus of the Common Council for the next few months.
- b. **Friends:** Art Waldman reported that 8 new people were elected to the Friends, and 2 past members volunteered to stay on to aid in continuity of the Friends (total of 10 members on the Friends Board). The new President is Kristin Mildenhall. The next meeting of the Friends Board is scheduled for October 4.
- c. **MCPASD:** No updates.
- d. **Community:** No updates.
- e. **Equity, Diversity, and Inclusion Efforts:** Rose Sime stated that the Middleton EDI group is reading the book Emergent Strategy: Shaping Change, Changing Worlds. Meeting this week to further discuss the topics from the book.

8. Director's Update/August Road Map

Jocelyne Sansing reviewed the August road map. The Board thanked her for her excellent work this past month.

9. DCLS Agreement for Extension of Library Services (action) (action):

Jocelyne Sansing shared the Dane County Library Services Agreement with the Board and walked the Trustees through the document.

Motion to approve the DCLS Agreement for Extension of Library Services made by Art Waldman, seconded by Rose Sime. Motion passed unanimously.

10. Active Shooter Policy (action)

Jocelyne Sansing reviewed the Active Shooter Policy, which was developed with the assistance of the Middleton Chief of Police, Chief Hellenbrand, and the Senior Center Director, Tammy Derrickson. This policy is very similar to those used elsewhere in the City. Jean Phillips asked if this policy was part of a subset of other City policies or if this policy was strictly a Middleton Public Library policy. Jocelyne stated that because the Library is

governed separately by the Board of Trustees, this policy is strictly a policy of the Library, but it is harmonized to be similar to other City policies.

Motion to approve the Active Shooter Policy made by Cindy Zellers, seconded by Art Waldman. Motion passed unanimously.

11. New Business:

Jocelyne Sansing stated she will work toward creating a new committee to discuss Library Services extending to other parts of the City of Middleton. Rose Sime, Karene Cary, and Robert Burck all volunteered to participate on this new committee.

12. Adjourn: Motion by Ralph Zahnow to adjourn, seconded by Art Waldman at 7:20 PM. Motion passed unanimously.