



Library Board Meeting Minutes
December 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, MaryBeth Paulisse, Jean Phillips, Rose Sime, Ralph Zahnow, and Cindy Zellers

Missing: Art Waldman

Staff Attendance: Rebecca Light, Jocelyne Sansing

Public in Attendance: Kristen Mildenhall

Call to Order: 5:30 pm

1. Public Comments:

- None

2. Approval of Minutes of November 9th, 2021 library board meeting (action):

Motion to approve the minutes made by Ralph Zahnow, seconded by Rose Sime. Motion passed unanimously.

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

Rebecca Light highlighted the details of this vendor report with the Board.

Motion to approve the Vendor Report by Cindy Zellers, seconded by Theresa Kim. Motion passed unanimously.

Jocelyne also discussed other projects (capital costs) that are being worked on, or which may be quoted in the future. She will plan on using the fund balance to pay for items as they come up. No action taken.

4. Old Business

Recommendations for fund balance expenditures: Jocelyne Sansing discussed other projects (capital costs) that are being worked on, or which may be quoted in the future. The Library Board will have the ability to review proposed items to determine whether the fund balance might be used to address some of these projects in the future. No Action taken.

5. Committee Updates

- a. **Building:** On hiatus. No updates.
- b. **Development:** On hiatus. No updates.
- c. **Communications / Outreach:** Ralph Zahnow asked that the president officially establish a sub-group or sub-committee so that they can begin to meet to discuss ways to increase communication with the public. Rose Sime and Cindy Zellers remembered that we had discussed this last around June 2021, and the committee had not been formed at that time due to changes in Board membership and vacant positions. Jocelyne reviewed past meeting minutes and confirmed that this was last discussed at the May 2021 meeting.

Ralph asked that Board members who are interested in joining this sub-group contact him or Rose. Cindy noted that the sub-group should propose to the full Board of Trustees the proposed direction for the Communications group so that the Board may approve or modify the scope of this sub-group. Jocelyne Sansing asked that the sub-group focus on advocacy issues rather than operational issues. Communication regarding operational issues is handled by the library staff. However, there is definitely a need for communication advocating on behalf of the Library.

6. Liaison Updates

- a. **City Council:** Robert Burck stated that the search for a new City Administrator is ramping up, as the current City Administrator, Mike Davis, will be retiring in April 2022. This change at the top level of the City of Middleton will affect every city group, including the Library.
- b. **Friends:** Kristen Mildenhall, President of the Friends of the Library, introduced herself and discussed how the Friends are working on ways to support the Library. Jocelyne Sansing also said that she and others are working with the Friends to find ways to streamline this partnership.
- c. **MCPASD:** MaryBeth Paulisse reported that MCPASD is getting ready for winter break. It has been a busy year so far. MaryBeth updated the Board regarding a week-long closure at the High School that was due to flooding. Students and teachers had to go back to a virtual model for a week, but have since returned to in-person classes. Everything is dried and cleaned-up, and there are just a few cosmetic issues to correct. MaryBeth also reported that the semester break will be in January and families will have a chance to change whether or not they attend in-person or virtually for the new semester.
- d. **Community:** No updates.
- e. **Equity, Diversity, and Inclusion Efforts:** MaryBeth reported that the group met in November. Work is on-going.

7. Director's Update / November Road Map

Jocelyne Sansing reviewed the road map. Jocelyne shared that the Middleton Public Library was featured by the Association of Bookmobile and Outreach Services for the library's Story Walk.

The DPI announced ARPA grant award winners. Middleton did not submit a grant. Madison and Reedsburg were the big winners in this area. Middleton will be able to use Reedsburg as a model for the future.

The library is trying stackable chairs and other chairs to see what works best in our flexible spaces. Also, the library has contracted with Fearing's to install upgraded technology in the Archer Meeting rooms in January 2022.

The library again participated in the downtown tree lighting, and will continue to work with the City of Middleton year-round to provide programs for all people for multiple holidays and occasions.

Programs: The desire for online programming seems to be waning, and more people are again more interested in in-person programming at the library. There will be fewer programs (both in-person and online) for the rest of 2021 due to the holidays.

Jocelyne reviewed the organizational chart with the Board.

Jocelyne reported that stabilizing organizationally will be a major focus for 2022. There are a number of vacancies within the library, and this creates both challenges and opportunities for the Library. Leadership and Management is very lean at the library right now.

Cindy stated that she was impressed with the proposed organizational structure, and asked how this new organizational chart came about. Jocelyne replied that some of this is self-created based on the needs for our particular library, and some ideas come from similar organizational structures used in Madison, Deerfield, Green Bay, and Wisconsin Rapids.

8. New Business:

Gift Agreement – Jocelyne was approached by the Monona Bank, and after giving them a tour, they requested a gift agreement document and offered to fund the “Gather” Mural by the lower level community rooms in the Library.

Motion to approve / accept the Gift Agreement by Rose Sime, seconded by Jean Phillips. Motion passed unanimously.

9. Next Meeting: January 11, 2022

The Board should still plan on a Zoom meeting for the next meeting. The Board can then determine when we might want to switch over to in-person meetings in the future.

10. Adjourn: Motion by Jean Phillips to adjourn, seconded by Cindy Zellers at 6:39 PM. Motion passed unanimously.