



Library Board Meeting Minutes

February 8th, 2022 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, and Art Waldman,

Missing: Ralph Zahnow and Cindy Zellers

Staff Attendance: Jocelyne Sansing, Rebecca Light

Members of the public: Two members of the public were present

Call to Order: 5:30 pm

1. Public Comments:

- Daphne Joyce Wu asked the Library to consider keeping the Library open to the public in later evening hours and on Sundays as an equity matter as libraries provide the public with free access to the internet, study spaces, and information.

2. Approval of Minutes of January 11th, 2022 library board meeting (action):

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

3. Financial Review: 2021 Finances and 2022 Approved Budget with final allocations (no action):

Jocelyne Sansing reviewed the 212 fund. As one might expect in an unusual year, there are a number of variances as compared to the 2021 budget. The library spent approximately 180K less than was requested in the 2021 budget, leaving about 572K as an end-of-year fund balance,

The 2022 approved budget was originally proposed as a completely stripped-down budget so that the revenues were expected to be \$2,358,747, and the expenditures were expected to be \$2,254,047, a difference of \$104,700. The 2022 approved budget has now been amended to propose the following use of this additional revenue: around \$72K added to salaries, \$7K for additional retirement and FICA, \$5K for maintenance expenses, \$2.5K for equipment maintenance (computers), \$25K for programming, and about \$800 for postage. No action taken.

4. Approval of the December 2021 vendor report (action):

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

Motion to approve the December vendor report made by Art Waldman, seconded by Karene Cary. Motion passed unanimously.

5. Approval of the January 2022 vendor report (no action):

Rebecca Light reported that the Library is still waiting for some numbers from the City to finalize the January Vendor report, so the January vendor report will be reviewed next month.

6. Old Business

a. Approval of Gift Agreement: Naming Rights, Multilanguage 'Welcome' mural (action)

Jocelyne Sansing reviewed the gift from Barbara and Gregory Sheehy. The Board was asked to approve the Gift Agreement for a gift in the amount of \$2,500 to create a multilanguage word mural, "WELCOME", above the front doors in the lobby.

Motion to approve the approval of the gift agreement made by Art Waldman, seconded by Rose Sime. Motion passed unanimously.

b. Approval of use of fund balance for contract with OhYa Studios (action)

OhYa Studio to create the multilanguage "WELCOME" mural in the lobby and the multilanguage "GATHER" mural downstairs. Approval of the use of the 2021 Fund Balance in 2022: Robert, Art (4500 in Library Funds to supplement the \$5000 in gifts from donors)

Motion to approve the use of \$4500 from the 2021 fund balance to supplement gifts given to the library (in the amount of \$5000) to pay OhYa Studio a total amount of \$9500 to create these murals. Motion made by Robert Burck, seconded by Art Waldman. Motion passed unanimously.

7. Committee Updates

a. Building: On hiatus. No updates.

b. Development: On hiatus. No updates.

8. Liaison Updates

a. City Council: Robert Burck stated that the topic of electric vehicles and electrical infrastructure for these vehicles has been a recent topic of discussion for The Common Council. As the Library is considering the future purchase of a bookmobile, Robert encouraged the pursuit of an electric vehicle for this purpose.

b. Friends: Art Waldman reported that the Friends of the Library has been very successful in raising money. Additionally, the Friends have developed a QR Code that people can scan with their phones or other devices to more easily allow people to donate to the Friends of the Library. The Friends also continue to discuss a possible book sale fundraiser in August in conjunction with the Kiwanis.

c. MCPASD: MaryBeth Paulisse reported that the school is in the midst of planning for a need to fill a number of school administrator positions that will be opening as some individuals decide to leave their roles. The pandemic has been difficult on students, teachers and staff alike, and 2022 will be a year of transition.

d. Community: No updates.

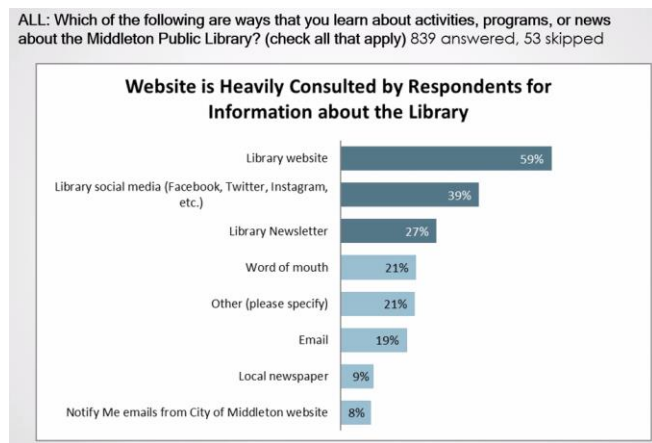
e. Diversity, Equity, and Inclusion Efforts: Jean Phillips provided an update on the efforts of the Middleton Equity Committee.

9. Director’s Update / December Road Map

Jocelyne Sansing reported that 2022 has started out with a bang. There has been a lot of growth in the Library’s community outreach. This includes more visits to the Senior Center, visits to the Youth Center, and “lobby stops” at Cardinal View Senior Living, r Jocelyne shared an example of a program evaluation form showing how the library records and tracks how well a program worked, how many people attended, how the event was advertised, etc.

Jocelyne shared how the Library is using social media, including Facebook, Instagram, YouTube, and to a lesser extent, Twitter (not used much). Per the recommendation of the City Attorney, the Library is not using NextDoor.

Jocelyne also shared a Powerpoint presentation showing survey responses showing how library users use the library, and how they find out about the various programs offered by the library. The majority of library users (59% of 839 respondents) state that they go to the Library website to learn about the library’s offerings.



10. Department of Public Instruction 2021 Annual Report (action):

The Library Board will need to meet to review and approve the DPI 2021 Annual Report. The draft report is mostly ready, but it is missing some information at this time. The Board asked to defer any action on this review and set up a later meeting (prior to February 25th) to review the finalized report. Jocelyne Sansing will send out a doodle poll to find a good date and time for this meeting.

Motion made by Rose Sime, seconded by Robert Burck. Motion passed unanimously.

11. New Business:

None

12. Next Meeting: March 8, 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.

13. Adjourn: Motion by Karene Cary, to adjourn, seconded by Art Waldman at 7:12 PM. Motion passed unanimously.