



**Library Board Meeting Minutes**

**April 12<sup>th</sup>, 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, Art Waldman, and Cindy Zellers

Missing: Ralph Zahnow

Staff Attendance: Jocelyne Sansing, Rebecca Light

**Call to Order:** 5:33 pm

**1. Public Comments:**

- None

**2. Approval of Minutes of March 8<sup>th</sup>, 2022 library board meeting (action):**

Motion to approve the minutes made by Art Waldman, seconded by Robert Burck. Motion passed unanimously.

**3. Approval of the February and March 2022 Vendor Reports (action):**

Rebecca Light reviewed the February Vendor report with the Board. Rebecca noted that there was a relatively large expense in February for Electronic Resources, representing out annual subscription to the South Central Library System. This is an annual payment, so we will not see this large expense for the rest of this year. Rebecca also noted that there were two other one-time expenses this month, both to OHYA Studio to pay for the two word-murals for the library.

Motion to approve the February vendor report made by Art Waldman, seconded by Rose Sime. Motion passed unanimously.

Rebecca Light then reviewed the March Vendor report with the Board. Rebecca noted a large expense to pay for new furniture as part of the Next Chapter Project. Rose commented that these new tables and chairs are really beautiful, and appear to be well received by the Library guests.

Motion to approve the March vendor report made by Robert Burck, seconded by Art Waldman. Motion passed unanimously.

**4. Madison Community Endowment 2022 Disbursements (action):**

Jocelyne Sansing reported on the Endowment Fund. In the past, disbursements from the Endowment Fund have sometimes been used to pay for one-time events or one-time expenses. For the last two years, the Library did not take the disbursements, choosing instead to let the money continue to grow.

Jocelyne recommended that the Library Board keeps the money in the fund, rather than taking the disbursement. Art Waldman agreed that it made sense to grow the fund as we do not have a designated use for the money at this time.

Motion to not take the disbursement in 2022 and to let the money continue to accrue interest in the Endowment Fund made by Art Waldman, seconded by Jean Phillips. Motion passed unanimously.

**5. Cross County authorization (action):**

Jocelyne Sansing reviewed the Cross County reimbursements with the Board.

Motion to approve the Cross County reimbursements made by Robert Burck, seconded by Cindy Zellers. Motion passed unanimously.

**6. Old Business**

**a. Library Use Guidelines Policy (discussion / action)**

Jocelyne Sansing reviewed the Library Use Policy with the Board. She stated that the format of this policy may change in the future, but the format is acceptable for today's needs.

Motion to approve the Library Use Policy made by Robert Burck, seconded by Rose Sime. Motion passed unanimously.

**b. Library Board Equity Statement (discussion / action)**

Jean Phillips talked about different racial equity resources and the proposed equity statement. Art Waldman asked about the Inclusive Services Assessment and Guide, which is referenced (hyperlink) in this Statement. It is a very detailed assessment and checklist, and Art was asking how the Library would actually use this 39 page document.

Jocelyne Sansing gave an example: Library staff and Board members could review this document as a way to create a framework for equity as the group works to update policies. Jean Phillips described it as a springboard to guide our policy making, rather than and end into itself. Therefore, it would not be necessary to answer each and every question in this checklist every time it was reviewed, but a review of this assessment and guide might help Library staff or Board members look at policies in a new light.

MaryBeth Paulisse asked what the next steps should be to operationalize this document. Jocelyne will review this with a number of members of her staff to discuss this further.

Art Waldman stated that if this document is not a policy, we should remove the word "Policy" in the title. Cindy Zellers followed in this same vein, suggesting that if this statement is not a policy, the formatting should be changed so that it does not have the format of a policy.

Robert Burck made a motion to conceptually approve the Equity Statement, with changes to the title and format to be carried out by library staff. Motion seconded by Art Waldman. Motion passed unanimously.

## 7. Committee Updates

- a. **Building:** On hiatus. No updates.
- b. **Development:** On hiatus. No updates.
- c. **Personnel committee:** Library Director performance review due by 5/31

## 8. Liaison Updates

- a. **City Council:** Robert Burck reported that his final meeting with the Common Council will be next Tuesday and this will also remove him from the Library Board. He thanked the Library for allowing him to be part of their Board of Trustees for the last 5 years. Robert noted that a new City Administrator, Bryan Gadow, will begin on May 2, 2022. With 3 out of 8 Alderpersons departing and with a new City Administrator in 2022, there will be additional challenges and opportunities within the City of Middleton. Robert encouraged the Library and the Board to work in collaboration with the new administrator.
- b. **Friends:** Art Waldman provided an update on the Friends of the Library and confirmed that they are on a strong financial footing. The Friends continue to work on their Bylaws and are removing items that do not need to be in their Bylaws. The next meeting of the Friends is scheduled for April 16th at 7:00 PM.
- c. **MCPASD:** MaryBeth Paulisse reported that the school district is in the process of hiring new principals, so there will be many new faces within the leadership team of the school district. The District is preparing for the end of the school year and for the summer education program.
- d. **Community:** No updates.
- e. **Diversity, Equity, and Inclusion Efforts:** The next meeting of the Middleton Equity team is scheduled for Wednesday April 13.

## 9. Director's Update / March Road Map

Jocelyne Sansing reported that there was more outreach in the month of March. The Library hosted 45 high school sophomores for a free diagnostic ACT test.

Jocelyne also noted that the City is preparing a fall referendum to focus on staffing needs. Currently, the referendum does not envision new employees for the Library, but for the Library to expand to year-round weekend service (Saturday and Sunday), the Library would need additional staff.

Jocelyne announced that Catherine Clark will be the Library's new Assistant Library Director. Catherine hails from Beloit Public Library, and she will be starting her new role on April 18<sup>th</sup>. Kelsey Hudson has retired from the Library to spend time with her family. Katie Ganser was promoted to the Youth Services Department Head. Congratulations Katie!

Jocelyne Sansing, Rebecca Light and Liz Zimdar went to Portland, Oregon to attend this year's library conference. Liz attended a session on Talking about Race. The library is looking for ways to support equity services and facilitate conversations about Race and Equity issues. Liz also attended a session discussing staff structure and employment advancement structures.

Rebecca Light attended a session on First Right Amendment / Freedom to Read topics. There was a lot of good information here, and there is still more to learn here.

Jocelyne Sansing discussed a session that she attended that focused on building a better board. GEM (Governance Effectiveness Model) is an interesting model, and Jocelyne has a lot of good ideas to run past the President and President-Elect. It would also be desirable to have a regularly scheduled Annual Board Retreat to provide good tools to the Board every year.

Jocelyne discussed the challenges that libraries nationwide are facing with requests to ban or remove library materials. Jocelyne stated that our Library Collection policy is very robust, and Jocelyne encourages the Board to reacquaint themselves with this policy. The policy includes a Selection of Library Materials / Criteria for Evaluation, and this criteria is well documented. If a user ever wants to challenge a particular book or library material, they will first interact with staff, then if they want to escalate the issue, they can fill out a Reconsideration of Library Materials form. This will be reviewed first by Library staff, and if the challenge continues, it could eventually be escalated to the Library Board.

**10. New Business:**

Art Waldman asked about increasing cases of Covid throughout the U.S. and the return of mask mandates, and asked what the plan would be for meeting next month. The plan is to meet in person next month, but MaryBeth Paulisse will be watching what is happening regarding Covid to ensure that safety can be maintained. If necessary, we can pivot back to virtual meetings.

**11. Next Meeting: May 10, 2022**

The Board will plan on an in-person meeting at the library for the next meeting. MaryBeth Paulisse invited all members of the Board to attend in-person, and extended a special invitation to Cindy Zellers, Rose Sime, and Robert Burck to join the next meeting.

**12. Adjourn:** Motion by Art Waldman to adjourn, seconded by Jean Phillips. Motion passed unanimously. Meeting was adjourned at 7:31 PM.