



Library Board Meeting Minutes
May 10th, 2022 5:30pm

Meeting conducted in person and via Zoom due to COVID-19 pandemic.

Minutes by K. Cary

Board Member Attendees: Robert Burck, Randall Crow, Karene Cary, Theresa Kim, MaryBeth Paulisse, Jean Phillips, Rose Sime, and Cindy Zellers

Missing: Art Waldman

Staff Attendance: Jocelyne Sansing

Mayor Gurdip Brar present

Call to Order: 5:36 pm

1. Welcome to Randall Crow
2. Goodbye to Robert Burck, Cindy Zellers, & Rose Sime
3. Introductions
 - a. Rose Sime mentioned her work with little free libraries
4. **Public Comments:**
 - No public present
5. **Approval of Minutes of April 12th, 2022 library board meeting (action):**

Motion to approve the minutes made by Karene Cary, seconded by Jean Phillips. Motion passed unanimously.
6. **Financial Review & Approval of April Vendor Report (action):**
 - a. Jocelyne reviewed the 210 report.
 - i. Jocelyne noted that by June our budget should be approximately 50% spent out.
 - ii. Jocelyne noted that 230-books and 233- audio are actually higher than it shows.
 - iii. Jocelyne noted that our vendor for 315- outside services will be raising their prices 20-30% in a month which will cause our budget to be over for the year.
 - iv. Jocelyne noted that our mileage has been consistently under due to COVID/zoom
 - b. Jocelyne reviewed the April Vendor report with the Board.
 - i. Nothing out of the ordinary for the month.
 1. There was an expense for the conference they attended earlier in the year.
 2. By using the 212 funds the departments are starting to join forces for events.

- ii. Robert Burck noted that he did not notice anything that was atypical in the report and asked if Jocelyne noticed anything. Jocelyne did not notice anything either.
- iii. Robert Burck also asked for clarification on what the clean bill included.
 - 1. Jocelyn stated that it is just regular cleaning, not deep cleaning.

Motion to approve the April vendor report made by Teresa Kim, seconded by Jean Phillips.
Motion passed unanimously.

7. Outside Report – Gifts and Donations

- a. **Jocelyne noted that these funds are kept separately and if we use these funds for expenditures then it will move to the 212 report**
 - i. **The Middleton Library Foundation deposit will come in after our meeting and we will see it on next month’s report.**
 - ii. **The Endowment Donations includes monies being given in memory of Becky Dvorak. The library works with the donors to come up with the wording and details of the plaques**
 - iii. **Friends of the Library – Operating Fund**

8. Old Business

- a. **No old business**

9. Naming Rights Gift Agreement (action):

- a. **Anytime someone wants naming rights there is a give report that is filled out. They decide what they want it to say.**
- b. **Listed under support your library/Naming Opportunities Lookbook**
- c. **We work with the Bruce Co for the benches. Jocelyn believes that we can get 2-3 more benches**

Motion to approve the April vendor report made by Randall Crow, seconded by Teresa Kim.
Motion passed unanimously.

10. Committee Updates

- a. **Personnel** – Library Director review 2021-2022 which we will do during our closed session
- b. **Building:** On hiatus. No updates.
- c. **Development:** On hiatus. No updates.
- d. **Nomination** – presentation of slate of officers 2022-2023 (**action**)
- e. MaryBeth Paulisse explained how the slate was chosen by the president, president elect and a past president. Cindy Zellers filled in as a past president because the most recent past president is no longer on the board.

Jean Phillips	President
Theresa Kim	President Elect
Karene Cary	Secretary
Art Waldman	Treasurer

Motion to approve the slate made by MaryBeth Paulisse, seconded by Jean Phillips.
Motion passed unanimously

11. Liaison Updates

- a. **City Council:**
 - i. **City Bus Tour meeting mentioned how many apartments are coming in our future.**
- b. **Friends:**
 - i. \$80,440
 - ii. Story Walk was approved
 - iii. They will present the new bylaws in May
 - iv. 141 members of the friends
- c. **MCPASD:**
 - i. A survey is going out for the community right now about the operational referendum that might be an option in the spring. Marybeth can send it out if people need it
 - ii. There is a groundbreaking ceremony on Monday for the new Stadium
- d. **Community:**
 - i. Nothing

12. Director's Update / April Road Map – Look at the write up

- a. Online under Library Board/Monthly report
- b. StoryWalk featuring Dump Truck Disco
- c. Jocelyn went to the Youth Center Spring Cultural Showcase that is hosted out of Kromrey.
 - i. Many students asked for Amy by name
- d. There is still a lot of collaboration with Friends of Pheasant Branch and Sustainability U
- e. Language line is a new service that we will be using. It offers translation services live, over the phone, and for print materials. Marybeth stated that they use it in the school district when there is a non-Spanish or English need.
- f. David Landau will kick off our summer reading
- g. Places and Spaces: Monona Bank and Barb Sheehy
- h. The programs and the attendees will continue to climb over the summer
- i. Staffing, we have 7 vacancies.
 - i. Maria's position that supervises pages and does a lot of the hiring is vacant
 - ii. Down 2 full-time librarians.
 - iii. Governmentjobs.com/careers/middletonwi site has all of our openings. We advertise in a number of places to include personal invitations to apply.
 - 1. We even hire 14 year olds with a work permit which makes it a great job for teens.
 - 2. Our applicant pool is shallow but strong
 - 3. Teresa asked if there is any issues with a family member of a board member working here. Jocelyn said no, and they are welcome to apply.
 - 4. There are procedures in place for when they are low staff.
 - a. There need to be at least 3 adults over 18 in the building to stay open. When there isn't enough staff they close of the downstairs and the study rooms.
 - i. If we are down anymore staff especially a FTE they are looking at having to close one full day a week.
 - 1. If that happened Jocelyn will come to the board.

13. New Business:

- a. Motion to move into closed session made by Teresa Kim, seconded by Jean Phillips. Motion passed unanimously.
- b. **The Library Board will convene into Closed Session in accordance with section 19.85(1)(c) of the Wisconsin Statutes for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Personnel action (discussion)**
- c. **The Library Board will convene into Closed Session in accordance with section 19.85(1)(c) of the Wisconsin Statutes for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Employee Performance Review of Library Director per the Library Board Personnel Committee (action)**
- d. Motion to approve Jocelyn's review made by Jean Phillips, seconded by Teresa Kim. Motion passed unanimously
- e. Motion to move out of closed session made by Karene Cary, seconded by Randall Crow. Motion passed unanimously.

14. Next Meeting: June 14th, 2022: Friends Community Meeting Room

15. Adjourn: Motion by Karene Cary to adjourn, seconded by Marybeth Paulisse. Motion passed unanimously. Meeting was adjourned at 7:24 PM.