



## **Library Board Meeting Minutes**

June 14<sup>th</sup>, 2022 5:30pm

Meeting conducted in person in the Friends of the Library Community Room

Minutes by K. Cary

Board Member Attendees: Randall Crow, Karene Cary, Theresa Kim, MaryBeth Paulisse, Jean Phillips, Franz Varga, and Dan Barker.

Missing: Art Waldman, and Steph Kirker

Staff Attendance: Jocelyne Sansing, and Rebecca Light

**Call to Order:** 5:30 pm

**1. Public Comments**

- a. No public present

**2. Welcome New Trustees, Steph, Dan, and Franz**

**3. Approval of Minutes of May 10<sup>th</sup>, 2022 Library Board Meeting (action):**

Motion to approve the minutes made by MaryBeth Paulisse, seconded by Randall Crow.  
Motion passed unanimously.

MaryBeth Paulisse will act as Secretary during July's board meeting as Karene Cary will not be present.

**4. Approval of May Vendor Report & Financial Review (action):**

- a. Rebecca reviewed the Vendor report and noted that it was a typical month
- b. There was a local conference that a few staffers attended
- c. The capital outlay project was mentioned as it is in conjunction with the gift giving project that is underway.

Motion to approve the May vendor report made by MaryBeth Paulisse, seconded by Theresa Kim. Motion passed unanimously.

- d. Went over some of the gifts and donations that have been coming in for Becky Dvorak. This report is ongoing from May.
- e. The story walk is up and running which was funded by the Friends of the Library
- f. Jocelyne reviewed the 212 report
  - i. The staff hours are under
    1. About 8 hours understaffed with the pages
  - ii. Highlighted the change for cleaning that we were told about in May.
  - iii. Fund Balance was addressed. This was mentioned originally in February.
    1. They did the word Murals: Welcome and Gather.
    2. The UV protector quotes are coming in around \$20,000, because it is over \$10,000 she will need to get more quotes. She is in the process of doing it.
    3. Waiting on quotes for Signs
    4. There are potential problems for the awning they wanted because of the placement of the book drop and the layout of the brick. They may be insurmountable.

5. Changeable hours sign, Interior digital sign, mobile charging station, tech upgrades, outdoor charging station are all in progress for getting quotes, but nothing has been started.
6. We may be in need of a HVAC system upgrade. It is costing another library 1 million dollars, so Jocelyne is trying to get a better idea of when we need to replace it.
  - a. Another potential concern is the plumbing in this building. Jocelyn has not looked into what this would cost but believes the best time would be if we decide to upgrade the bathrooms.
    - i. The bathrooms are not ADA compliant
    - ii. There are some possibilities of freshening up some but not all the concerns, but then the question is, “where do you stop?”.
7. Bookmobile
  - a. The library’s bookmobile was included in a federal grant if it’s an EV.
    - i. The city wants to ensure charging spaces and other infrastructure before buying EVs.
    - ii. The specialty features are not produced yet.
    - iii. Jocelyne is working with the city to come up with options and scenarios.
  - b. A bookmobile would be an opportunity to travel to different parts of the city where we are questioning if we want a second branch location.
  - c. They would want a lift on the back to make it wheelchair accessible.
  - d. Wifi will be on it so patrons can access the internet.
  - e. It has an awning for shade, there are supplies such as tables and chairs that would be there as well.
  - f. They will be taking a field trip to Brooklyn, WI to meet with LDV bookmobiles.  
<https://www.ldvusa.com/category/specialty-vehicles/bookmobiles-library-outreach/>

**5. Old Business**

- a. No old business

**6. Committee Updates**

- a. **Personnel:** Eval is complete, and has been presented to Jocelyne. This committee will be dormant until next year.
- b. **Building:** On hiatus. No updates.
- c. **Development:** On hiatus. No updates. They are making progress toward coming out of hiatus as reports are being reviewed and discussed.
- d. **Nomination: Final election of library officers (action)**
  - i. **The slate was approved last month and this month is the election.**

Motion to approve the election made by MaryBeth Paulisse, seconded by Randall Crow.  
 Motion passed unanimously

- ii. It has been built into our process that when we elect to approve the officers, we relook at the following items: Volunteer Application, Trustee Commitment Letter, Autobiography Book.
- iii. Dan Barker noted the wording in the boards’ commitment letter which includes a statement about the Trustees’ responsibility to donate.

1. We discussed whether this statement is inclusive of all financial backgrounds for potential Trustees. This led to a discussion of our recently published EDI statement.

Motion remove statement 3 regarding charitable donations made by Dan Barker, seconded by Franz Varga. Motion passed unanimously

**e. EDI initiatives**

- i. The statement is posted, and the board looked at how Jocelyne incorporated it into the website.

**7. Liaison Updates**

**a. City Council:**

- i. There is still one committee that isn't fully staffed, but all other committees are.
- ii. The new administrator is on board and training

**b. Friends:**

- i. Friends are starting to come to events to volunteer and promote their organization.

**c. MCPASD:**

- i. The school board approved going towards the option of doing an operational referendum for Nov elections. The amount would be 24.9 million.

**d. Community:**

- i. Make music Middleton is on June 21<sup>st</sup>.

**8. Director's Update / May Road Map**

**a.** Tons of school visits by Amy

**b.** The summer reading program

**c.** Working hard on hiring

- i. Jenn Senn will be promoted to a fulltime librarian.
- ii. Beth will backfill Jenn's position
- iii. There is an offer out for a Page supervisor
- iv. There are several interviews for pages and other positions in the upcoming weeks.
- v. Katherine will come to the board meetings in July and maybe Aug.

**d.** EDI Training for staff is underway especially with new hires. This includes discussions around the freedom to read initiative.

**e.** Community Campus Plan

- i. The library, City Hall and the Senior Center are reaching capacity
- ii. Shared space options need to be discussed because each entity has different needs, and different governing models.
- iii. It's a large project that started before the pandemic and needed to be paused due to the pandemic. It is starting to pick back up.
- iv. We would be looking at a capital campaign, impact fees, grants, and maybe a referendum for funds.

**f.** Techno Minutes

- i. 1-1 tech support with scheduled appointments

**g.** Craft programs is going strong

**h.** Notify me is the new city push and the library is an option on it.

**i.** Jocelyne requested that all Trustees send a headshot so that she can add it to the staff directory.

**9. New Business:**

**a.** Trustee Training Week: August 22-26

- i. It is free. Google Wisconsin Trustee Training

**10. Next Meeting: July 12<sup>th</sup>, 2022:** Friends Community Meeting Room

**11. Adjourn:** Motion to adjourn by Karene Cary, seconded by MaryBeth Paulisse. Motion passed unanimously. Meeting was adjourned at 7:16 PM.