



Library Board Meeting Agenda
July 12th, 2022
5:30pm
Friends of the Library Community Room

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

Minutes by M. Paulisse

Board Member Attendees: Randall Crow, MaryBeth Paulisse, Jean Phillips, Franz Varga, and Dan Barker

Missing: Art Waldman, Karene Cary, Theresa Kim

Staff Attendance: Jocelyne Sansing, Katharine Clark, and Rebecca Light

Call to Order: 5:31 pm

1. Public Comments

None

2. Welcome and introductions!

Introduction of and welcome to Katharine Clark, new Deputy Director.

3. Approval of minutes of the June 14th, 2022 library board meeting (action item)

Motion to approve the minutes made by Franz Varga, seconded by Dan Barker. Motion passed unanimously.

4. Approval of the June, 2022 vendor report (action item)

- a. Rebecca Light presented the vendor report. She highlighted that the library received the reimbursement from Dane County for \$944,09.00. This is a reimbursement that is received annually, mid-year. There were a few more expenses allocated for the rest of the Next Chapter project for furniture and projector and sound equipment for the Archer Room.
- b. Motion to approve the minutes made by MaryBeth Paulisse, seconded by Jean Phillips. Motion passed unanimously.
- c. Rebecca Light also showed the overview of the Gifts and Donations accounts that are held outside of the accounts held through the City of Middleton. The library received a few more donations in memory of Becky Dvorak.

5. YTD financial review and look at 2023 budget cycle schedule (discussion)

Jocelyne Sansing reviewed the budget accounts through the city for the library. We reviewed the Library Fund 212 operating account balances. Overall, most accounts are just under budget or

right on track. She also reviewed the Library Fund 204 Revenues and Expenditures accounts as well as Fund Balance.

6. Old Business:

a. Review of gifts and transfer of Katie's Kids' fund from city account to SCLS Foundation (action)

Katie's Kids is a memorial fund. Each year, the family donates about \$5,000 to the account. The account money primarily is used for school visits for students to come to the library and receive a wallet and library card. This is a service that provides great access to the library for students in the city. This program has primarily focused on serving second grade students.

In preparation for the Next Chapter project, the board created a development committee which advised the board to create an account with the SCLS Foundation. This account is run by the SCLS foundation staff and is the best account placing gifts. Our board Treasurer, who focuses on gifts and donations, is recommending moving the Katie's Kids funds out of the city accounts and into the SCLS foundation. This also gives the money an opportunity to gain interest.

Motion to approve the transfer of the entire Katie's Kids' fund from city account to SCLS Foundation made by MaryBeth Paulisse, seconded by Dan Barker. Motion passed unanimously.

b. BOT annual calendar and 2022-2023 goals (discussion)

Jocelyne Sansing shared the Budget Development Calendar. The Board of Trustees for the Public Library does not set its own budget; however, it does set a recommendation to be submitted to the City Finance committee for approval. Jocelyne reviewed the process calendar for planning for the 2023 budget.

Jean Phillips introduced the Board of Trustees annual calendar and areas of focus for trustee meetings and topics for monthly review. Jean and Jocelyne recommended ideas for continuing education around the topics of trustee job descriptions, intellectual freedom, and other items from the Trustee Essentials topics. Jean and Jocelyne also suggested that the trustees consider a retreat.

Discussion centered around use of monthly business meetings to review trustee job description and responsibilities each month, visiting the calendar for monthly responsibilities such as slate of officers, budget development, and director evaluation. In addition, the topic of advocacy was mentioned, and thinking about how the trustees can work together to carry the library into the future in a sustainable way. Part of this advocacy could include planning for updates and public comment at council meetings.

Franz Varga suggested bringing this topic to the meeting each month for trustees to learn and collaborate, in lieu of committee updates. In addition, we will review trustee essentials and sign up/plan for future advocacy work.

The retreat idea will be revisited later in the year for consideration in the early part of 2023.

7. Committees – on hiatus

8. Liaison Updates

a. City Council

Randall Crowe gave a city council update. He reported that the council is looking at budget and the finance committee has set the goal for their work for finance planning. The city

recently sent our appraisal updates. There are some new developments (i.e. Belle Farms) being planned.

b. Friends

Jocelyne indicated that the Friends group has taken the summer off for their meetings. They'll reconvene again in September. They have been attending library events and provided an info table at the events to connect with attendees.

c. MCPASD

MaryBeth Paulisse gave an update on summer planning within the school district. Planning, referendum work, getting ready for school year.

d. Community

Amy Perry emailed all trustees to invite them to walk in the Good Neighbor Parade and represent the library! Reach out to Amy if you are interested!

9. Director's Update / Monthly Strategic Road Map Report

Jocelyne Sansing reviewed the Monthly Strategic Road Map Report. The summer reading program started this month. The highlighted the efforts to increase summer reading access for the community with events such as *Slide into a Good Book* and *Library in the Park*. The *Slide into a Good Book* is a partnership with schools and the school librarians. *Library in the Park* has had good attendance and provides distribution of free books and invites kids to come to the library to check out other things while also connecting people with activities or things in the community.

Jocelyne also mentioned the ruling of the use of ballot boxes and is wondering how to leverage the library for continued civic support.

Jocelyne shared feedback from a parent that was received in positive support about the June LGBTQIA display, which supports our efforts around inclusion and belonging.

Katharine introduced highlighted the new Pages and their new supervisor. Katharine updated the trustees on all the hiring that has been happening, as well as the staff training and onboarding

Jocelyne reviewed the updated Organizational Chart.

a. Statistics, library use, pandemic impacts

Jocelyne presented the statistics for five major areas of use from 2018-2022 (projected EOY) which are from the approved annual reports:

- Physical Use - materials in use (checkouts and returns) – 2018 saw the highest (just over 1 million) 2019 busiest most physical used library in the system. Physical use has trended down – this has been a country-wide trend and the pandemic has accelerated this.
- Digital Use - checkouts of eBooks, eAudios and magazines. Does not include database use. We also saw an increase in digital use in 2020 (pandemic). This tells us people are reading in different ways or finding other avenues for materials. However, since 2020, digital use is leveling off. We will be able to boost digital use for the library and will discuss this next month.
- Visitors – actual door count (via lobby)
- Card Holders – people with library cards
- WiFi - sessions counted by router

It will most likely be another 5-10 years before we really understand the impact that the pandemic has had. Affecting use and trends moving forward.

10. Late closure Sept. 9th, 2022 6pm-9pm for Strollin' Jazz (action)

This even was originally planned for September 9, 2022. Jocelyne Sansing was informed that the date has been changed to September 16 and 17, 2022 to coincide with the Stone Horse Green opening. We are unable to accommodate the new date and the item is cancelled.

11. All day closure Sept. 30th for staff development day (action)

There will be an active threat response training for staff on this day in the morning. Trustees are invited to also attend the training and stay for lunch. The rest of the day will be team building for library staff. To facilitate this training, we must close library operations for the day.

Motion to approve closure on Sept. 30th for a staff development day made by Dan Barker, seconded by Franz Varga. Motion passed unanimously.

12. New Business:

None

13. Next Meeting: August 9th, 2022

14. Adjourn (action item):

Motion to adjourn made by Jean Phillips, seconded by MaryBeth Paulisse. Motion passed unanimously.

Meeting was adjourned at 7:33 PM.