



Library Board Meeting Minutes

August 9th, 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, Jean Phillips, Franz Varga, and Dan Barker.

Missing: Art Waldman, and MaryBeth Paulisse.

Staff Attendance: Jocelyne Sansing, and Rebecca Light

Call to Order: 5:34 pm

1. Public Comments

- a. No public present

2. Approval of Minutes of July 12th, 2022 Library Board Meeting (action):

Motion to approve the minutes made by Randall Crow, seconded by Theresa Kim. Motion passed unanimously.

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

- a. Rebecca Light noted that there was a higher ADS Mechanical LLC because we needed a condenser coil.
- b. Otherwise, it was a typical month

Motion to approve the July vendor report made by Dan Barker, seconded by Franz Varga. Motion passed unanimously.

4. Old Business

- a. Trustee Autobiographies were shared and discussed.
- b. Approval of the updated Naming Rights Look Book (action item)
 - i. To get our donation options you go to the Middleton library page > support your library. The options all do different things.
 - ii. There are several options for donating and supporting the library.
 1. The foundation is one way to donate, and it is through the SCL has a few problems: reporting and ease of use.
 2. There are 3 other library systems (Madison, Monona, Sun Prairie) that have their own foundation. Currently Rebecca Light is doing much of the work that the foundation does for some of our other endowments.
 3. Within the next couple of months, Jocelyne, Rebecca and Art will have a recommendation for us as to what future path we should take for our donations.
 - iii. There are three flyers that point out three opportunities for donating, to include naming rights. Anything with a name on it requires board approval. Jocelyne wants to update the flyers and need board approval.

Motion to approve the Look Book update made by Franz Varga, seconded by Theresa Kim.
Motion passed unanimously.

5. Approval of the 2023 Capital Budget Recommendation (action item)

- a. The 3 items on the Capital Budget are: Restrooms, HVAC/Mechanical, and vehicle.
- b. The upper female restrooms are not ADA compliant, and the others are an issue as well. If we are going to redo the restrooms, we need to look at the sewer.
- c. Regarding the restrooms and A/C & Heating there is policy around these items that need to be kept in consideration.
- d. Once approved by the board, the budget goes to the city for their approval.

Motion to approve the Capital Budget made by Karene Cary, seconded by Jean Phillips.
Motion passed unanimously.

6. Approval of the 2023 Operating Budget Recommendation (action item)

- a. The Dane County Board sent a letter that they are continuing to use the 3-year data numbers based on pre-pandemic numbers.
- b. Cross County Border Reimbursement is up which is good news.
- c. 212 fund
 - i. Benefit numbers are subject to change because open enrollment is in conflict with final budget approval. What employees elect changes after the budget is approved.
 - ii. The audio account will be reduced to \$46,200 and the \$30,000 will be moved to a separate digital resources account.
 - iii. In our link services (catalog services) account a delivery line will be added; however, the revenue will be pulled from the Infrastructure line.
 - iv. Outside services (cleaning) will increased by \$15,981.
 - v. Jocelyne proposes that we increase the Building and Grounds maintenance account but would also scale back that line item if needed.
 - vi. We are under budget by \$69,060 which Jocelyne proposes we use for the personnel needs such as training, and overtime.

Motion to approve the Operating Budget Recommendation made by Franz Varga, seconded by Karene Cary. Motion passed unanimously.

7. Review of BOT annual calendar and Trustee Essentials

- a. Jocelyne and Jean Phillips met over the month and discussed ways to incorporate trustee training into our board meeting
 - i. They would like us all to attend the "Library News You Can Use" seminar at the trustee annual training in August and then we can talk about it in September.
 - 1. Dan Barker will speak in September on this.
 - ii. Banned Books Week Sept 18-24, 2022
 - 1. We have policies in place, and available to the public to reconsider library materials.
 - 2. Jocelyn suggests that for the City Council meeting in September we ask to put a proclamation on the agenda, and one of us reads it at the meeting.
 - a. Franz Varga, Theresa Kim, Randall Crow, and Karene Cary will speak.
 - iii. Essentially throughout the year our board meetings will include training and planning for upcoming months.

- iv. September 30th all staff training day 830-12 is an active shooting experience that you would need to commit to in order to attend. The board is invited.

8. Liaison Updates

- a. **City Council:** The Budget is what they are working on currently.
- b. **Friends:** They are doing a great job at getting out into the community and engaging people
- c. **MCPASD:** No updates
- d. **Community:** No updates

9. Director's Update / Monthly Strategic Road Map

- a. The meeting was running late so we didn't go through the whole report. Highlights are:
 - i. Going to LVD to check out EV vehicles.
 - ii. There are still positions open: 1 full-time librarian position, and 2 part-time positions.

10. New Business:

11. Next Meeting: September 13th, 2022: Friends Community Meeting Room

12. Adjourn: Motion to adjourn by Franz Varga, seconded by Theresa Kim. Motion passed unanimously. Meeting was adjourned at 7:44 PM.