



Library Board Meeting Minutes
November 9th, 2022 5:30pm

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

Minutes by F. Mussared Varga

Board Member Attendees: Randall Crow, Jean Phillips, Franz Mussared Varga, Art Waldman, Laura Phelan, Theresa Kim.

Missing: Dan Barker, Karene Cary, MaryBeth Paulisse

Staff Attendance: Jocelyne Sansing

Call to Order: 5:32 pm

1. Public Comments

- a. No public present

2. Approval of Minutes of October 26th, 2022 Library Board Meeting (action):

- a. Art Waldman noted that item 3.d. has a typo of 'trail' a program instead of 'trial' a program.

Motion to approve the minutes made by Art Waldman, seconded by Franz Mussared Varga.
Motion passed unanimously at 5:35 PM.

3. Approval of October Vendor Report (action):

- a. No vendor report was available for review.

4. Financial Review of Funds 204, 212, Fund Balance, and 2023 Budgets (action):

- a. Jocelyne updated the board on the 204 fund.
 - i. Sales Tax Remit Discounts may look different as they are applied at the end of the calendar year.
- b. Jocelyne updated the committee on the 212 fund.
 - i. Salary line items are slightly over budget due to vacancies being filled and backfilled.
 - ii. The item noted in unemployment payments may be in error – Jocelyne will look into this line item.
- c. The Board discussed the outstanding fund balance.
 - i. The fund balance currently sits at \$575,087, with a projected \$61,194 added after our current year (projection from October 2022).
 - ii. The Contingency Fund Policy lists the Middleton Library hold a maximum balance of \$100,000 in the fund balance. Excess funds can be used as reserved for operational continuance or future needs.
 - iii. Staff brainstorming of potential needs led to discussion of exterior signage, an awning over the book drop, mobile charging stations (ARPA funded), restroom remodels, and the bookmobile.

1. The restroom remodel and bookmobile went into the capital budget request, but are currently not included in the budget being considered by the Finance Committee. We will know more on the final budget after a public hearing (11/10) and vote (11/15).
 2. In the event that neither the restroom remodel nor the bookmobile are funded, we may request excess capital funds from other projects in January or February of 2023.
- iv. RE: Bathrooms
1. Jocelyne has requested multiple companies to provide quotes, but have not received a quote back yet. The city engineers estimate \$200,00 for the total repairs.
- v. RE: Bookmobile
1. The city garage recommended including the chassis in the bookmobile estimate. LDB's estimate now is closer to \$300,000 total cost.
- vi. Discussed funding for these initiatives in the event that they are not included in the approved budget. Decided to move forward with requesting excess funds in January 2023, with a fallback plan of working with the outstanding fund balance.

5. Dane County Agreement for Extension of Library Services (action)

- a. Randall Crow identified that the total presented in section 4 sums to \$710,883 instead of \$710,884, but the total sums are appropriate. Board decided to accept as is.

Motion to approve the Dane County Agreement for Extension of Library Services made by Art Waldman, seconded by Randall Crow. Motion passed unanimously at 6:11 pm.

6. Annual Review of the Strategic Road Map for 2020-2025

- a. Preparation for January when we will revisit the strategic roadmap, mission, vision, and values.
- b. Jocelyne and Rebecca have been working to tie more of our monthly reporting to elements of the strategic roadmap.
- c. Discussed how we as a board communicate in advance of board meetings.
 - i. Agreement from the board that tying director's report items to the roadmap helps to reinforce the Why behind events.
 - ii. Liaison updates have been moved off the agenda to accommodate timely meetings.
 - iii. Where should extra notes be included in advance of the meeting? Decision was to keep these in the monthly board meeting email for now.
- d. Discussed how we can achieve the Strategic Roadmap item 1.1. Jocelyne spoke to the ability to cooperate across city departments for events, personnel advising, etc.
- e. Franz Mussared Varga suggested the addition of literacy goals or freedom of information as additional roadmap elements for the January discussion.

7. Civic Engagement: Voter support, polling locations, memo (action)

- i. Reviewing the election.gov details from the November election, the board examined turnout at each polling location (total of 15,374 votes supported).
 1. Board members discussed the lines at the City Hall and Lakeview Shelter polling locations, which led to voters waiting outside of the voting location.
 2. Would the library improve the voter experience?
 - a. The library cannot close or drastically disrupt community services to make this accommodation.

- b. Discussion that the volume of voters would be difficult to accommodate within the library, particularly with focus on a flow going in to the polling location and out after voting.
- c. Randall Crow advised that Wards 20 and 23 which show low voter counts are related to new developments and open land.

Motion to approve crafting a memo to city hall noting appreciation for their work in running effective elections and expressing concern for polling locations existing within places of worship made by Art Waldman, seconded by Theresa Kim. Motion passed unanimously at 6:38 pm.

8. Thriving Together: Foundations and Financial Development (discussion)

- a. Jocelyne spoke to the board about a conference the Middleton Library staff attended in Lake Geneva. We spoke about how libraries across the state are leveraging foundations to lead campaign and fundraising efforts.
 - i. Further discussion around local libraries starting foundations and hiring a development director to coordinate and assist with running the foundation.
 - 1. Jocelyne noted that if the library pursues a foundation, there would need to eventually be dedicated staff
 - 2. Art Waldman asked where funding for any additional staff would come from. Either new net revenue or out of a Foundation itself.
- b. Board and Jocelyne agreed that Foundations are a valuable venue to continue exploring.

9. Library Board Liasons

- a. Randal noted that the city's referendum passed, and that voting on the budget would take place on 11/15.
- b. Discussion that Karene will be stepping down as secretary and will continue as a board member.
- c. Discussion on if we should continue having a liaison to the Friends of the Middleton Library. No decision reached.

10. Trustee Essentials

- a. November's trustee essentials were around Advocacy and Legislative Action. Jocelyne recommended board members consider one thing they can do to advocate for the Middleton Library.
- b. Franz Mussared Varga volunteered to draft an advocacy plan to present at the December board meeting.
- c. Theresa Kim will partner with Jocelyne to lead the Annual Self-Assessment for the December meeting.

11. Director's Update/Monthly Strategic Roadmap Report

- a. With more vacant positions filled, staff are in a healthy place.
- b. Second grade visits returned to the library and have been very impactful.

12. New Business

- a. We will be discussing the open secretary position at the December meeting. There are no open board seats.

13. Next Meeting: Tuesday, Dec 13th, 2022

14. Adjourn: Motion to adjourn by Art Waldman, seconded by Franz Mussared Varga. Motion passed unanimously. Meeting was adjourned at 7:01 PM.