



Library Board Meeting Minutes
January 10th, 2023 5:30pm

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

Minutes by F. Mussared Varga

Board Member Attendees: Randall Crow, Franz Mussared Varga, Art Waldman, Laura Phelan, Theresa Kim, Dan Barker, MaryBeth Paulisse

Staff Attendance: Jocelyne Sansing, Rebecca Light

Call to Order: 5:29 pm

1. Public Comments

- a. No public comments.

2. Friends of the Library Update from Kristen Milsenhaul, Friends of the Middleton Public Library Board President

- a. Began by extending thank you to Art Waldman for his commitment and perseverance during the Friends restructuring
- b. Overview of the 2022 annual meeting:
 - i. The Friends worked on the physical postcard invitations for joining the Friends. Per the bylaws, invitations can also be sent out via email.
 - ii. Regroup (update bylaws), Reconnect (emphasis on renewals and membership drive), and Reach Out (sharing the Friend's mission)
- c. Finished 2022 with 164 members and 10 corporate donors.
- d. 2022 brought an emphasis on community outreach – examples include work with the Summer Reading Program, Good Neighbor Fest, and tables at Lakeview Park
- e. Have vastly improved their social media presence under leadership of Jennifer, and through the “Why I Want to be a Friend” series with board members.
- f. Art Waldman commented that he was impressed by the enthusiasm and hard work of the Friends.
- g. Dan Barker asked Kristen what she considers the purpose and objective of the Friends of the Middleton Library.
 - i. Kristen shared the main goal of the friends is to financially and in goodwill support the programming and outreach of the library.
 - ii. As a Friend, she views this as an opportunity to both pay it back to the library, and pay it forward to future patrons.

3. Approval of Minutes of December 15th, 2022 Library Board Meeting (action)

- a. The board noted that Kristen's last name was misspelled Midelhall instead of Milsenhaul.
- b. Before publishing the minutes, Jocelyne will followup with Jean on who adjourned the meeting.

Motion to approve the minutes made by Art Waldman, seconded by Dan Barker. Motion passed unanimously at 5:41 PM.

4. Financial Review and Approval of December Vendor Report (action)

- a. December Vendor Report Review
 - i. Reviewed additional database renewals that occurred for 2023 subscriptions.
 - ii. The new category of Digital Resources will help to encompass digital resources including Hoopla and Overdrive.
 - iii. Art Waldman asked on the charge for Zorn Compressor and Equipment Inc. Rebecca Light identified this expense was for a basic compressor for the HVAC.
 - iv. Franz Mussared Varga asked what the “Beyond the Page” fund was used for.
 - 1. Jocelyne clarified the Beyond the Page fund was provided to libraries by Dane county. A portion of this funding was used towards the Literacy Network.
 - v. Motion to approve the December Vendor Report was made by Franz Mussared Varga, seconded by MaryBeth Paulisse. Motion passed unanimously at 5:45 pm.
- b. Reviewed the 212 fund for the year
 - i. Salary values were under for full time salaries, over in part time salaries, and matched estimates for pages income.
 - 1. Part time overages are likely due to coverage for vacant positions.
 - ii. Outside Services were expected overages since June, when the library changed cleaning services.
 - iii. Building Grounds and Maintenance were expected overages due to aging equipment, including the HVAC air conditioning units with replacement costs upwards of \$20,000.

5. Approval of MaryBeth Paulisse as the Library Board Friends of the Library Liaison (action)

- a. Dan Barker asked how many members the Middleton Library Board must maintain. Jocelyne confirmed that state statute 43.54.1.a. requires a nine member library board.
- b. MaryBeth will serve in a dual role of school board liaison and friends liaison.
- c. Motion to approve the appointment of MaryBeth Paulisse as Friends of the Library Liaison was made by Art Waldman, seconded by Theresa Kim. Motion passed unanimously at 5:56 pm.

6. Trustee Essentials and Annual Calendar

- a. Annual Board of Trustees self-assessment, by Theresa Kim
 - i. Franz Mussared Varga recommended that the library law, current standards, and certification requirements deserve review based on feedback.
 - ii. Dan Barker recommended looking at the No responses and identifying the weights of importance for each question.
 - 1. Discussion on the Board’s role in determining and advocating reasonable staff salaries and benefits.
 - a. Carried over from Chapter 43 statutes, written in 1970. This role has moved from the Board to the City of Middleton for hiring topics.
 - b. Hiring and salary of the library director would be an excellent area of involvement.

- c. Advocacy options exist for advocating on behalf of pages around page salaries and their classification salary.
 - 2. Art Waldman recommended the board further discuss finding results at a board retreat.
 - 3. Summary of items to discuss include:
 - a. I understand the role and responsibilities of being a library trustee.
 - b. I am familiar with Wisconsin library law and current standards for public libraries in Wisconsin.
 - c. I am familiar with principles and issues relating to intellectual freedom and the equitable provision of library services.
 - d. In my role as a public library trustee, I am comfortable when presenting, explaining, and supporting the final library budget.
 - b. Advocacy Plan draft review, Franz Mussared Varga
 - i. Note to update the third paragraph from here to hear.
 - ii. Discussed the Board Member Expectations. There was agreement that one advocacy activity a year was fair, and could be fulfilled by being a member of the Friends.
 - iii. Franz recommended doing an annual review each March to identify our advocacy plan.
 - iv. Motion to revisit the advocacy plan at the March board meeting after the mission, vision, and values conversation was made by Franz Mussared Varga, seconded by Art Waldman. Motion passed unanimously at 6:19 pm.
 - c. Future activities:
 - i. February, Katie, Jocelyne, Franz, and Jean will attend the Wisconsin Library Legislative Day on 2/7/23.
 - ii. February will bring the DPI annual report, as well as a conversation on Mission, Vision, and Values.
 - iii. March we will reconvene the Board of Trustee personnel committees, as well as staff presentations on their expertise and role.
 - iv. April is National Library Week from the 23rd - 29th. The board may consider a proclamation for the week to present to the City Council.
 - v. Retreat targeted towards the end of the year.
7. Approval of the Updated 2022-2025 Strategic Road Map (action)
- a. We realigned Civic Engagement and Partnership headers and definitions.
 - b. A new focus will be placed on accessible spaces including outreach to different locations in the city and underserved groups.
 - c. Additional focus on patron privacy.
 - d. A motion to approve the updated Strategic Road Map was made by MaryBeth Paulisse, seconded by Randall Crow. Motion passed unanimously at 6:33 pm.
8. Director's Update / Monthly Strategic Road Map Report
- a. Jocelyne shared that the library staff took a tour of the Middleton Outreach Ministry to culminate a winter clothing drive.
 - b. Amy has put on a variety of events, including backpack giveaways at St. Luke's.
 - c. Library staff and patrons benefit from staff learning about local community resources.
 - d. Katie Ganser and the Youth Services team have been doing an excellent job, benefiting from integrated programming and collaboration efforts between departments.

- e. The library has been working to bring back imaginative play and early literacy play elements to the main floor meeting room.
- f. The library has worked to expand digital services via Kanopy (movies and documentaries) and Hoopla (popular materials).

9. New Business

- a. No new business to discuss.

10. Next Meeting: February 14th, 2023 at 5:30 pm

11. Adjourn (action item)

- a. Motion to adjourn made by Art Waldman, seconded by MaryBeth Paulisse. Meeting was adjourned at 6:50 pm.