



**Library Board Meeting Minutes**  
**February 14<sup>th</sup>, 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, Jean Phillips, Karene Cary

Staff Attendance: Jocelyne Sansing

**Call to Order:** 5:29 pm

**1. Public Comments**

- a. No public comments.

**2. Approval of Minutes of February 14<sup>th</sup>, 2023 Library Board Meeting (action)**

- a. Art Waldman noted an incorrect spelling of Friends Board President Kristen Mildenhall.

Motion to approve the minutes made by Art Waldman, seconded by Dan Barker. Motion passed unanimously at 5:31 PM.

**3. Financial Review and Approval of January Vendor Report (action)**

- a. 2022 212 and 204 Fund Year End Review

- i. Discussion of areas over and under budget in the 212 Fund

1. Overall, were \$6,753 over the expected approved budget.
2. Randall Crow asked if salaries part time was overspent to compensate for full time vacancies (underspent). Jocelyne Sansing confirmed that this was the case.
3. The Board discussed the services deficit due to increases in cleaning costs.
4. Dan Barker asked what portion of building grounds and maintenance is performed by the City of Middleton. Jocelyne Sansing clarified that the none of the grounds and maintenance is routed through the city, as there is no longer a group contract with city infrastructure and The Bruce Company.
5. Franz Mussared Varga asked if in years prior to the pandemic the Middleton Public Library carried a fund balance. Jocelyne Sansing informed that the library had, but it was expensed on large projects like Next Chapter and building maintenance.
6. Art Waldman asked why the budget included no spending on personnel contingency. Jocelyne Sansing clarified that the personnel contingency is reconciled into the overall budget.

- ii. Discussion of 204 Fund

1. The Board reviewed the process for accounting for lost and damaged items within the South Central Library System.

2. The Board discussed closure of Beyond the Page account and Last Chapter Project account.
  3. The Board discussed that the Katie's Kids account does not reflect transferring to the South Central Library System.
- b. Approval of January Vendor Report (action item)**
- i. Clarification that our in house technology team saves the Middleton Public Library money related to South Central Library System technology costs.
  - ii. The Board reviewed the 335 account. Art Waldman asked on why the library has expensed \$24,035 of total budgeted ~\$50,000 within the first month. Jocelyne Sansing confirmed this is due to annual subscriptions, many of which come due in January.
  - iii. Jocelyne Sansing took as a followup to review and identify the use for the TechSoup charge.
  - iv. Dan Barker asked if the library has used third party financial audits. Jocelyne explained that the library is audited alongside the City of Middleton each year.
  - v. Motion to approve the January Vendor Report was made by Art Waldman, seconded by Franz Mussared Varga. Motion passed unanimously at 6:06 pm.

**4. Mission, Vision, and Values (action)**

- a. Mission:** Dedicated to fostering a love of learning and providing access to resources for all members of the community.
- b. Vision:** Inspiring lives, empowering Middleton.
- c. Values:** Community, Welcoming, Information, Service, Access, Gathering, Learning, Engagement, Helpfulness, Safe
- d.** Franz Mussared Varga suggested adding Diversity to *Values* to reflect the Trustee Statement on Equity, Diversity, Inclusion.
- e.** Franz Mussared Varga asked what empowering Middleton signified in the *Vision*. Jocelyne Sansing clarified that this represents the library's commitment to lifelong learning and exploration of literacies beyond reading, including health and financial.
- f.** Jean Phillips expressed appreciation for a short mission, vision, and values as they are more likely to be read and can be used to engage staff.
- g.** Jocelyne Sansing outlined that near 2024 we will be updating the Strategic Road Map.
- h.** Motion to approve the Mission, Vision, and Values was made by MaryBeth Paulisse, seconded by Karene Cary. Motion passed unanimously at 6:14 pm.

**5. Opioid Overdose Prevention Policy (action)**

- a.** Jocelyne Sansing provided an overview of upcoming training (2/20) to library staff by Middleton EMS on opioid overdose prevention and administration of naloxone (Narcan).
- b.** A drafted Opioid Overdose Prevention Policy was presented to the Board to take action on, pending changes from the library's insurance carrier.
- c.** Dan Barker asked if the library has encountered instances of opioid abuse. Jocelyne stated that the library has seen instances of alcohol incidents, and opioid training is a precaution.
- d.** Dan Barker asked if the library sees patrons experiencing homelessness. There was discussion around the unhoused population in Middleton, which is largely invisible to everyday observations.
- e.** Art Waldman asked if the policy includes training procedures, storage procedures, and recognizing opioid overdoses. Jocelyne Sansing confirmed that these are included.

- f. The cost for the Narcan prescription will come through the library, and we will likely receive a discounted rate.
- g. Motion to approve the Opioid Overdose Prevention Policy was made by Dan Barker, seconded by Art Waldman. Motion passed unanimously at 6:25 pm.

**6. Annual Report (action)**

- a. The library board walked through the DPI Annual Report.
  - i. Discussion that the number of patrons fluctuates based on three-year inactive cycles where library patrons are inactivated. Non-residents include Springfield, the Town of Middleton, and West Middleton.
  - ii. Addressed errors in Laura and Karene's addresses, and Franz' last name.
  - iii. Jean Phillips asked how many fewer staff the library employs after the restructuring. Jocelyne Sansing estimates 2.5 FTEs less.
  - iv. Discussion around library director certification levels.
  - v. The management committee has reviewed and confirmed this meets needs.
  - vi. Motion to approve the Annual Report made by Karene Cary, seconded by Laura Phelan. Motion passed unanimously at 6:48 pm.

**7. Restroom Funding (action)**

- a. At the 2/7/23 Finance Committee Meeting, the committee voted to designate \$100,000 from the City Capital Fund Balance towards the restroom remodel project. Total project costs are estimated at slightly below \$200,000.
- b. Action on this item would move forward with Iconica and would cover repairs to the main floor, basement floor, and staff room restrooms.
- c. Questions outstanding around budgeting for exclusions and risk insurance.
  - i. Jocelyne Sansing will discuss these items with the project manager.
- d. The project would run 6-12 weeks and would likely move forward in September/October.
- e. Depending on the water cut off, we may need to close the library.
- f. Motion to approve appropriating funding from the library fund balance to cover costs for restroom remodeling above the \$100,000 appropriated from the Finance Committee made by Art Waldman, seconded by Karene Cary. Motion passed unanimously at 6:59 pm.

**8. Trustee Essentials and Annual Calendar**

- a. Legislative Day Review (Discussion)
- b. Advocacy Plan (Discussion, Action)

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

- a. Motion to move items 8 and 9 of the February Meeting agenda to March made by Art Waldman, seconded by MaryBeth Paulisse. Motion passed unanimously at 7:01 pm.

**10. Closed Session**

- a. Motion to enter closed session made by Karene Cary, seconded by Franz Mussared Varga. Motion passed unanimously at 7:02 pm.
- b. Motion to leave closed session made by Art Waldman, seconded by Dan Barker. Motion passed unanimously at 7:13 pm.

**11. New Business**

- a. Franz Mussared Varga announced that he would be moving to Brodhead, WI in March and would continue his role as trustee and secretary through June, when new officer appointments will be made.

**12.** Next Meeting: March 14th, 2023 at 5:30 pm

**13.** Adjourn (action item)

- a.** Motion to adjourn made by Franz Mussared Varga, seconded by Dan Barker. Meeting was adjourned at 7:15 pm.