



Library Board Meeting Minutes

March 14th, 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, Rebecca Light

Call to Order: 5:29 pm

1. Public Comments

- a. No public comments.

2. Approval of Minutes of February 14th, 2023 Library Board Meeting (action)

- a. Restroom funding was noted as \$100,000 instead of \$10,00

Motion to approve the minutes made by Randall Crow, seconded by MaryBeth Paulisse.

Motion passed unanimously at 5:31 PM.

3. Financial Review and Approval of February 2023 Vendor Report (action)

- a. Review of Gifts Balance

- i. Discussion of the Katie's Kids portion of the foundation.

1. Jocelyne Sansing provided an overview of fund history, uses for Kids in Literacy, second grade classes, transportation, and wallets.

- b. Motion to approve the February 2023 Vendor Report was made by MaryBeth Paulisse, seconded by Franz Mussared Varga. Motion passed unanimously at 5:37 pm.

4. Use of 212 Fund Balance and 204 Fund Balance (action)

- a. Jocelyne Sansing presented the project priorities overview from the management team. These included:

- i. 1000 Books Before Kindergarten

1. Previously a Friends of the Middleton Library program. Quote received from AlphaGraphics.

- ii. Interior Signage to Lower Level

1. Frequent request from program evaluations.

- iii. Front Steps Hand Railing

1. Railing has been paid for, requires installation.

- iv. Outside Book Drop Improvements

- v. OverDrive Advantage

1. Additional funding to buy extra copies specifically for Middleton Library patrons.

- vi. Restroom Updates

1. Iconica recommended doing the staff restrooms in addition to the public restrooms.
 2. Janitor's closet was added to scope of work after mold was identified in wall.
 3. The Library Board reviewed exclusions included in the quote.
 4. Franz Mussared Varga asked if the library would need to close and if the water would need to be turned off. Jocelyne Sansing noted likely yes, and the library would need to give 1-2 weeks notice in advance.
 5. Dan Barker asked if there have been issues with vandalism in the past. Rebecca Light clarified that there are no visible marks of vandalism in the library restrooms.
- vii. Bookmobile
1. Pricing on the Bookmobile increased to \$380,000.
 2. The Finance Committee sounded interest, but uncertainty if the Bookmobile would be funded next year.
- viii. Kids Space Updates
1. Updates to the infant and toddler area, adding a playstation and removing stackable seating.
- b. Discussion regarding project priorities.
- i. Art Waldman noted that the two main projects are the restrooms and the bookmobile, which in total would put us at a deficit of (\$4,828) below the estimated \$100,000 fund balance target. Art asked if we are able to stagger projects.
 1. Jocelyne Sansing noted that we could wait on the bookmobile until the capital budget, but the longer we wait the further costs will increase.
 - ii. Franz Mussared Varga suggested that the Katie's Kids funds could be used for 1,000 Books Before Kindergarten, and the Friends of the Middleton Library could help to fund for the Kids Space.
 - iii. Jean Phillips asked when the Iconica bathroom remodels would take place. Jocelyne confirmed either very quickly, or in the fall to avoid summer months.
 - iv. A motion to approve the items marked green (1000 Books Before Kindergarten, Interior Signage, Front Railing, Outside Book Drop, Overdrive Advantage, Kids Space Updates) for funding, using \$7,000 remaining in the Next Chapter Project funds for the Kids Space and remaining \$7,000 from SCLS, and requesting that Katie's Kids fund 1,000 Books Before Kindergarten, was made by Franz Mussared Varga, seconded by Karene Cary. Motion passed unanimously at 6:14 pm.
 - v. A motion to approve the Restrooms and Bookmobile funding was made by Art Waldman, seconded by Jean Phillips. Motion passed unanimously at 6:15 pm.

5. Trustee Essentials and Annual Calendar

- a. Legislative Day Review
- i. Franz Mussared Varga mentioned meetings with Diane Hesselbein's aide and discussion with Alex Joer.
 - ii. Jean Phillips commended Jocelyne Sansing for taking the lead in guiding group discussions when meeting with Diane Hesselbein's aide.
 - iii. Jean Phillips noted that UW Madison libraries are also publicly funded, and that Alex Joer sits on the university committee.
 - iv. Jocelyne Sansing spoke to Alex Joer's tour of the library.
- b. Advocacy Action Plan

- i. In reviewing questions, the board identified a goal of promoting library resources to our underserved communities.
 - ii. These goals are important as they increase accessibility of library services to those experiencing homelessness, without vehicles, or beyond walking distance.
 - iii. The library board can use strategies like the bookmobile, outreach at local housing complexes as ways to get the word out.
 - 1. Previous outreach has been challenging identifying a central location and spreading the word.
 - 2. Could we use targeted mailings?
 - iv. Art Waldman noted that it would be more appropriate to ask the communities we are targeting how best we can serve them.
 - v. Karene Cary noted that serving families may be challenging as families have less time available to search for resources.
 - vi. Franz Mussared Varga took an action item to provide a draft advocacy plan.
 - vii. Randall Crow took an action item to discuss how the alders identify underserved communities.
 - viii. The board took a followup to review the Madison Public Library advocacy plan (Tell Me More) as an example.
- c. National Library Week April 23-29. (action)**
- i. The Board reviewed a draft proclamation to make before the common council.
 - 1. Franz asked if we could include an emphasis on wholistic literacy (financial, health, educational) in the Whereas statements.
 - 2. Theresa Kim took a followup to make minor edits, and the Board will identify presenter(s) at the April board meeting.
 - 3. A motion to approve the draft proclamation with minor edits was made by Art Waldman, seconded by Karene Cary. Motion passed unanimously at 6:42 pm.
- d.** The Board of Trustees Personnel Committee will form with MaryBeth Paulisse, Pean Phillips, and Theresa Kim to review the performance of the library director.
- e.** The board reviewed trustee terms and the application process.
- i. Jocelyne Sansing expects appointments through May/June.
- f. Down the road:**
- i. April 11 : Presentation by Katharine Clark, Deputy Director, at the Board Meeting
 - ii. April 19 : Proclamation at the Common Council
 - iii. April 19 : Expectation is that the Mayor will appoint new trustees per the WI SS 43.54 statute.
 - iv. May : Nomination Committee for June slate of officers
 - v. May : Presentation by Katie Ganser, Head of Youth Services, at the Board Meeting

6. After Hours of Operation Program Request: NOMAD Nerf Outing (action)

- a.** After hours team event on Saturday, July 15 from 5:30 - 8:30 pm.
- b.** Program would not offer full services, only using the main floor.
- c.** Randall Crow asked how the Board is approaching use of nerf guns and how the library would address public commentary. Jocelyne Sansing took this item as a followup.
- d.** A motion to approve the after hours operation request was made by MaryBeth Paulisse, seconded by Laura Phelan. Motion passed unanimously at 6:52 pm.

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

- a.** Review of public event offerings including:
 - i. Cooking classes
 - ii. Capital Area Carvers
- b.** New use of space on main floor support women veterans, I Am Not Invisible
- c.** Youth Services team visited Fond du Lac public library and children's museum, observed the maker's space, book store, and express branch.
- d.** Review of results from the strategic planning survey
 - i. Survey noted that the website and social media had our highest outreach success, followed by Notify Me.

8. New Business

9. Next Meeting: April 11th, 2023 at 5:30 pm

10. Adjourn (action)

- a.** Motion to adjourn made by Karene Cary, seconded by Franz Mussared Varga. Meeting was adjourned at 7:02 pm.