



Library Board Meeting Minutes
~~April 11, 2023~~ *Rescheduled Due to Lack of Quorum*
April 17, 2023
Friends of the Library Community Meeting Room

Board Member Attendees: Randall Crow, Art Waldman, Laura Phelan, Theresa Kim, MaryBeth Paulisse, Jean Phillips

Staff Attendance: Jocelyne Sansing, Katharine Clark

Call to Order at 5:32

1. Public Comments

- a. No public comments

2. Thank you to outgoing Trustees! Franz Mussared Varga, Theresa Kim, Dan Barker

3. Presentation by Middleton Public Library Deputy Director, Katharine Clark

4. Approval of Minutes of the March 14th, 2023 meeting (action)

- a. Corrected spelling of Fond du Lac. Motion to approve the minutes made by Art Waldman, seconded by MaryBeth Paulisse. Motion passed unanimously.

5. Financial Review and Approval of March 2023 Vendor Report (action)

- a. Error found in 212 fund regarding part time non-perm. and is now showing over budget. This was due to an error on the 2021-2022 spreadsheet with a formula being carried over incorrectly. The finance department is aware and they are working on a solution for another approach. Will bring up again in June/July.
- b. 410 Electronic Resources - had a large expense due for laptop replacements
- c. Funds held outside of city - general and large print endowment. Seeing a big difference not taking the disbursement each year.
- d. Watching revenue from copies. Still lower than pre pandemic, and there seems to be an overall decline in printing services needed.
- e. Motion to approve the March 2023 Vendor Report was made by Art Waldman, seconded by Theresa Kim. Motion passed unanimously.

6. 2023 Adjacent County Reimbursement Requests (action)

- a. Motion to bill all counties listed made by Art Waldman, seconded by MaryBeth Paulisse. Motion passed unanimously.

7. Amendment to Library Board Bylaws Article II. Board Composition: addition of Section 6.

A quorum for the transaction of business at any meeting shall consist of five serving, or majority serving members of the Board.

- a. Clarified quorum with 6 people serving is 3 plus 1, or 4 people.
- b. Art Waldman asked if a member can attend by zoom to count in needed for quorum. Randall Crow said for city committees or commissions, they will count if member is actively participating in the meeting.
- c. Motion to approve the amendment "A quorum for the transaction of business at any meeting shall consist of a majority serving members of the Board" to the Library Board Bylaws made by Art Waldman, seconded by Jean Phillips. Motion passed unanimously.

8. Madison Community Foundation disbursement (action)

- a. If disbursement accepted for this year, general endowment would be \$10,505.64 and the large print endowment would be \$1389.
- b. Motion to not take disbursement made by Art Waldman, seconded by MaryBeth Paulisse. Motion passed unanimously.

9. Review and approval of the restroom design bid proposal and Agreement (action)

- a. There is no city architect, so bids need to be done for architect first, then a separate bid for the design.
- b. If multiple bids, required to accept lowest bid that meets all requirements.
- c. Art questioned on haz mat services not being included and if the mold in the janitor closet was included. Jocelyne Sansing said mold was remediated and was less expensive than originally thought. The emergency fix is temporary and the janitor closet is still included with the bathroom bid. The mold remediation included testing for moisture and mold.
- d. Motion to approve expense for design bid proposal and Agreement to go to public bid made by Art Waldman, seconded by Randall Crow. Motion passed unanimously.

10. Review and approval of proposal with LDV for mobile library vehicle (action)

- a. A few things were eliminated or changed from previous proposal to save money - slightly downgraded electrical package in order to go with solar panels for small devices, and eliminated the alarm system. Will be parked in the city garage or, during high use times, the library parking lot, but there would be no one to respond to an alarm if triggered. Jocelyne Sansing checked with city about the insurance, and damage should still be covered even without the alarm.
- b. Additional costs will likely not be needed until 2025. Will need new budget lines for fuel and MOC (city garage).
- c. If wanting to add the bookmobile as a location code separate from the library, will need to pay extra fees. If wanting to add holds pick up, it will need extra staff and set route. Friends of the Library has offered to partner for fundraising for the materials.

- d. Motion to approve bookmobile proposal with LVD up to \$375.860.00 made by MaryBeth Paulisse, seconded by Art Waldman. Motion passed unanimously.

11. Trustee Essentials and Annual Calendar:

a. Advocacy Plan (action)

i. Motion to table advocacy plan until new trustees made by Art Waldman, seconded by MaryBeth Paulisse. Motion passed unanimously.

b. National Library week April 23-29, 2023 Proclamation at April 18th Common Council mtg.

i. Mayor Brar will be the mayor at beginning of the meeting when proclamation is read. Randall Crow, Jean Phillips and Jocelyne Sansing planning to attend the Common Council meeting.

c. Down the road in May:

i. Nomination Committee for June Slate of Library Board Officers

ii. Staff presentation by Head of Youth Services, Katie Ganser

iii. Closed session led by Library Board Personnel Committee for Director Performance Review

12. After hours of operation program request: Strollin' Jazz Middleton Sept. 8th 6pm-8pm (action)

a. After hours service on main floor. Event will have live music.

b. A motion to approve the after hours operation request was made by Art Waldman, seconded by Jean Phillips. Motion passed unanimously.

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

a. This month's road map report will be emailed at a later time.

14. New Business:

15. Next Meeting: May 9th, 2023

16. Adjourn (action)

a. Motion to adjourn made by MaryBeth Paulisse, seconded by Theresa Kim. Motion passed unanimously.

Meeting was adjourned at 7:00 PM.