

Library Board Meeting Minutes  
May 9th, 2023 5:30pm

Meeting conducted in person in the Friends of the Library Community Room  
Minutes by L. Phelan

Board Member Attendees: Randall Crow, Art Waldman, Laura Phelan, Jean Phillips

Staff Attendance: Jocelyne Sansing, Rebecca Light, Katie Ganser

**Call to Order** at 5:31 pm

**1. Public Comments**

- a. No public comments.

**2. Staff Presentation by Head of Youth Services, Katie Ganser**

**3. Approval of Minutes of the April 11th, 2023 meeting (action)**

- a. Motion to approve the minutes made by Art Waldman, seconded by Randall Crow. Motion passed unanimously.

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

- a. Waiting to hear back from Iconica for restrooms. The city legal agreement is geared towards road construction not facility work, so it may need changes. The project will go out to public bid and will close after 2 weeks, then it will come back to the library board for approval. It will not need city board approval.
- b. The city is interviewing for the city maintenance position. The new city communications position was offered and may be a good resource in the near future.
- c. Quotes for the kids area updates were high, so still looking into options.
- d. The 212 budget review will be in June/July. The 2024 budget will be reviewed in August.
- e. Art Waldman asked about an item in the Audio Visual section in the vendor report. Overdrive Advantage is an additional annual fee to help Middleton patrons move up in queue on certain popular digital titles.
- f. The annual databases are all paid up with the last 330 charge. Programming charges are up this month in preparation for summer programming.
- g. Motion to approve the April Vendor Report was made by Randall Crow, seconded by Laura Phelan. Motion passed unanimously.
- h. Options still being explored to start a foundation.

**5. Trustee Essentials and Annual Calendar:**

**a. Nomination Committee – President presents slate of officers (action)**

- i. MaryBeth Paulisse and Jean Phillips met to choose the slate of officers.

Jean Phillips	President
Randall Crow	President Elect
Laura Phelan	Secretary

- ii. The Treasurer position is more geared toward fundraising. Jocelyne wants to keep the position available, but it is not required to fill.
- iii. Motion to approve the slate of officers made by Art Waldman, seconded by Randall Crow. Motion passed unanimously.

**6. All Day Closure on September 22nd, 2023 for Staff Development Day (action)**

- a. Closure is for the annual staff development day. Some operations will still occur to not cause too much extra work Saturday.
- b. Motion to approve all day closure on 9/22/23 made by Art Waldman, seconded by Jean Phillips. Motion passed unanimously.

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

- a. StoryWalk has been a good partnership with Middleton Library, Downtown Middleton Business Association and Friends of the Middleton Library.

**8. New Business:**

- a. No new business.

**9. Closed Session: The Library Board will convene into Closed Session in accordance with section 19.85(1)(c) of the Wisconsin Statutes for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Employee Performance Review of Library Director per the Library Board Personnel Committee (action)**

- a. Motion to enter closed session made by Art Waldman, seconded by Randall Crow. Motion passed unanimously at 6:39 pm.
- b. Motion to leave closed session made by Art Waldman, seconded by Laura Phelan. Motion passed unanimously at 6:45 pm.
- c. Motion to approve employee performance review of library director made by Art Waldman, seconded by Jean Phillips. Motion passed unanimously.

**10. Next Meeting: June 13th, 2023 5:30pm**

**11. Adjourn (action item)**

- a. Motion to adjourn made by Art Waldman, seconded by Laura Phelan. Meeting was adjourned at 6:45 pm. Motion passed unanimously.