

Library Board Meeting Minutes
June 13th 5:30pm

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

Board Member Attendees: Art Waldman, Laura Phelan, MaryBeth Paulisse, Jean Phillips,
Connie Nadler, Aurora Pop-Vicas
Staff Attendance: Jocelyne Sansing, Rebecca Light

Call to Order: 5:32 pm

1. Public Comments

- a. No public comments

2. Welcome new Trustees Aurora and Connie!

3. Approval of Minutes of the May 9th meeting (action item)

- a. Motion to approve minutes as submitted by Art Waldman, seconded by Jean Phillips.
Motion passed unanimously.

4. Financial Review and Approval of the May Vendor Report (action item)

- a. The 212 operating fund is looking good. Still keeping an eye on the 112 part time non-perm line due to previously mentioned error.
- b. Almost all accounts on track or spent out. The bookmobile is coded to 800 capital outlay.
- c. The 204 fund balance has several big projects accounted for:
 - i. Working with Iconica on a \$13,200 design bid for the restrooms. Next it will go out to public bid. The bathroom construction estimate is \$210,000-\$250,000 - some design options have cost differences so there is some flexibility in the budget. \$100,000 will come from the city's fund balance, and the remaining \$150,000 will be out of the library's fund balance. In process but moving slowly.
 - ii. The bookmobile contract is signed and the estimated delivery is August 2024. \$375,860 price includes everything except the wrap design for the outside of the vehicle. The full funds are available to pay for everything now, still planning on fundraising with the Friends. The \$187,930 down payment is paid.
 - iii. The bids coming in for the kids space are higher than budgeted (\$14k budgeted, best bid coming in at \$36,750). Still exploring other options.
- d. Grand total available budget from fund balance sources - \$787,582. The total projects budget estimate is currently \$575,810.
- e. May Vendor Report review
 - i. 470 Utilities - looking into what the charge was for \$4800 City of Madison Treasurer.
 - ii. 850 Capital Use of Fund Balance - the Tingalls Design charge was for design work on internal/external book drop and signage for main stairs. Also includes the down payment for the bookmobile.
 - iii. 440 Training & Development - lining up conferences for the year.

- iv. Motion to approve the May Vendor Report made by Art Waldman, seconded by MaryBeth Paulisse. Motion passed unanimously.

5. Resolution Approving Amendment to Dane County Standards for Public Libraries (action)

- a. The Middleton population currently falls just over 23,000, but keeping an eye on increases that would be needed due to population bumps with future housing developments. The workstation wording and amount changes were due to pandemic - it was found more people needed wifi access with their own personal devices, not as many actual workstations. The digital collections section was removed because it is included elsewhere. Data from years 2020 and 2021 will be excluded from the report due to the pandemic. It would have had a negative impact on funding. Motion passed unanimously.
- a. Built in to review standards every 5 years.
- b. Middleton Library is on a separate network from SCLS. Haven't seen issues with number of computers available for use (don't currently have time limits or reservations for computers because they haven't been needed).

6. Agreement to participate in SCLS Technology Services (action)

- b. Middleton just has basic services. The main difference is with changes to the cyber security section.
- c. Motion to accept the 2024 SCLS technology services agreement made by Art Waldman, seconded by MaryBeth Paulisse. Motion passed unanimously.

7. Friends, Fundraising, Development Committee (discussion)

- a. Information that was discussed at the recent Friends annual meeting. They plan to focus on support for the launch of bookmobile for the next 18 months. They are very interested in fundraising to fill the bookmobile (books, materials), and will continue funding for Story Walk. They will be looking to create a development committee later in the summer for the bookmobile fundraising.

8. Trustee Essentials and Annual Calendar:

a. Annual Trustee Commitment letter (action)

- i. Motion to approve the trustee commitment letter for 2023-2024 made by Connie Nadler, seconded by MaryBeth Paulisse. Motion passed unanimously.

b. November Retreat Committee (discussion)

- i. A committee of board members should be created in June for November retreat. Discussed that it might be better to have a retreat in February or March and it might be a good time for the implementation of the bookmobile fundraising campaign. Plan is to include the Friends of the Middleton Public Library board as well, and work on forming a committee at the August Library Board meeting.

c. Down the road: Annual Budget Process, and United for Libraries

- i. The July and August meetings will be very budget heavy.
- ii. Information on United for Libraries - the subscription is paid for by the state, but webinar access is not. The Wisconsin Trustee Training week is separate and is free.

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

10. New Business:

- a. No new business.

11. Next Meeting: July 11th

12. Adjourn (action item)

- a. Motion to adjourn made by Art Waldman, seconded by Laura Phelan. Meeting was adjourned at 7:10 pm.