

Library Board Meeting Minutes
July 11th 5:30pm

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

Board Member Attendees: Randall Crow, Laura Phelan, Stefanie Moritz, Art Waldman,
MaryBeth Paulisse, Dennis Dorn, Aurora Pop-Vicas
Staff Attendance: Rebecca Light, Jocelyne Sansing

Call to Order at 5:30 pm

1. Public Comments

- a. No public comments.

2. Welcome new Trustees!

3. Approval of Minutes of the June 13th, 2023 meeting (action item)

- a. Discussion about what the planned changes are for the kids space and the budget/funding for the bookmobile.
- b. Motion to approve the minutes made by Art Waldman, seconded by MaryBeth Paulisse. Motion passed unanimously.

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

- a. June Vendor Report
 - i. 50% deposit down for Library furniture international for kids space.
 - ii. Dane Co Operating Reimbursement - Dane county's portion of operating budget.
 - iii. Charge from City of Middleton question from last month - was the annual charge for the internet through the city
- b. Financial review
 - i. 212- part time non-perm line - entire line was left off the published budget. Should be able to cover it using the city's personnel fund balance. Will be looking at this during the new budget cycle.
 - ii. The last unemployment payment charge was this month.
 - iii. No major concerns. 340 building grounds and maintenance is sometimes a concern due to the age of the building, but everything is being maintained and on track right now.
 - iv. Link services - SCLS
- c. Funds held outside city
 - i. There were a few donations towards the foundation this month.
- d. Motion to approve the June Vendor Report made by Art Waldman, seconded by Dennis Dorn. Motion passed unanimously.

5. 2024 Budget Process (discussion)

- a. **Review of draft 2024 Personnel and Capital Budget Recommendations to be approved at August 8th Library Board of Trustees Meeting**
 - i. Decision items based on the strategic plan for the city. The process will be little different this year for department heads and working with the city.

- ii. Next meeting the board will approve recommendation to bring to city for approval
 - 1. Capital budget - Currently using fundraising or fund balance for needs, so there are very few capital requests. The only request is for HVAC/Mechanical for future need.
 - 2. Personnel budget - Priorities will be for Sunday staffing and pay for pages (expanded hours and possibly 1 more FTE librarian). Prior to the pandemic the library was open Sundays seasonally - Labor Day through Memorial Day. Seasonal Sunday hours with minimal FTEs would be the most achievable. Want to increase pay for pages 1% - pages are the only ones in the city not classified. Updating 5 year staffing plan - want to wait for the bookmobile to be in use before deciding what staffing needs will be. Want to discuss joining city's network to make things more efficient (currently separate from the rest of the city).
 - 3. Operating budget - 310 link services - delivery, ILS (catalog), technology service fees currently \$81,316 - usually sees a \$2k-3k increase each year. 315 outside services is for cleaning 6 days per week - there was a 10% increase this year, unknown if additional increase planned for next year. 330 electronic resources - databases, 3-4% increase planned. 335 - is a new account this year for digital resources like Libby, Hoopla and Kanopy. There were no increases in 10 years for training - \$3k increase will be requested. 230 books - will request a \$3k increase. 460 insurance - will include bookmobile insurance. A new account will need to be created for fuel - want to track closely across the city. Due to the estimated delivery date of the bookmobile (August 2024), won't be asking for full amount for insurance and fuel account next year, but will need to for 2025.

6. Trustee Essentials and Annual Calendar:

a. Set date for BOT January 2024 retreat, form ad hoc planning committee

- i. Training for the public launch of the bookmobile fundraising. Looking at a Saturday in January.

b. Down the road:

- i. August – 2024 Personnel, Capital and Operating Budget Recommendations, and plan the Proclamation for National Library Card Sign up Month
 - 1. Will be presented at the Tuesday, September 5 council meeting.
- ii. September – National Library Card Sign up Month, and plan the Proclamation for Banned Books Week in October

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

- a. Looking forward to having the bookmobile available for Stone Horse Green events.
- b. The 10th Story Walk has been a success. Supported by the Friends of the Middleton Library - all participants get to take home a free book.
- c. Rinse and Read program - free bookshelves at local laundromats and Marriot Courtyard Hotel. Looking at how volunteers can help support program in the future.
- d. June had the highest number of visitors and new library cards in 2023.

8. New Business:

- a. No new business

9. Next Meeting: August 8th 5:30pm Friends of the Library Community Meeting Rm.

10. Adjourn (action item)

- a. Motion to adjourn made by Stefanie Moritz, seconded by Art Waldman. Meeting was adjourned at 7:03 pm. Motion passed unanimously.