

Library Board Meeting Minutes
August 8th, 2023

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

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

Call to Order at 5:30 PM

1. Public Comments

- a. No public comments.

2. Approval of Minutes of the July 11th meeting (action)

- a. Motion to approve the minutes as submitted made by Stefanie Moritz, seconded by MaryBeth Paulisse. Motion passed unanimously.

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

- a. 112 page staff line looks off due to staff that were coded to the wrong account. Everyone is now being paid from the proper account and the plan for overages was discussed last month.
- b. July Vendor Report - Mandeeps - website templates; 4imprint - materials for staff development day; Risk Management Fund Allocations - annual fee for portion of city insurance; 232 Periodicals - prepaid the 2024 EBSCO fee for magazines and newspapers to receive a credit.
- c. Funds Held Outside City - Friends transferred \$2000 to support Literacy Network for 2 seasons.
- d. Motion to approve the July Vendor Report made by Art Waldman, seconded by Stefanie Moritz. Motion passed unanimously.

4. Review and approval of the 2024 Budget Recommendations (action item)

- a. There will be 1 more round of meetings in September with HR to finalize personnel items.
- b. Library Revenue 212 fund is all public money. Cross County Border Reimbursement - \$8171 - action taken last year to be paid out this year.

Dane County Reimbursement - \$974,590 total - calculations are based on operational and facility formulas. Aiming for \$14,000 for printing services.

4811 Miscellaneous Revenues -transfer in from general fund, looking for increase of \$17,404 if remaining tax exempt.

- c. Looking for an increase in Operating Expenses - 230 Books, 250 Postage to add back to budget, 315 Outside Services for Sunday cleaning, 335 Library Digital Resources - new

account this year for digital materials, 410 Equipment Maintenance for Bookmobile, 440 Training & Development and 460 Insurance.

- d. Looking for a decrease in 310 Link Services, 450 Mileage and 470 Utilities.
- e. Currently have a dedicated IT person so not using all of the Link Services- SCLS IT options that are available. Looking at doing an IT audit.
- f. Increase for personnel cost for Sunday hours - additional hours for Supervisors, Library Assistants, Pages, and a compensation increase for pages.
- g. Motion to hold off on approving budget until September meeting made by Art Waldman, second by Stefanie Moritz. Motion passed unanimously.

5. Trustee Essentials and Annual Calendar:

a. September National Library Card Sign up Month Proclamation at 9/5 7:30pm Middleton City Common Council meeting (action)

- i. Stefanie Moritz and Randall Crow volunteered to read the proclamation at the Common Council meeting.
- ii. Motion to approve the September National Library Card Sign up Month Proclamation to be read at September Middleton City Common Council meeting made by Stefanie Moritz, second by Art Waldman. Motion passed unanimously.

b. Formation of Ad Hoc Committee for planning the January 2024 retreat (action)

- i. Art Waldman, Marybeth Paulisse and Jean Phillips will be on the planning committee for the retreat to focus on bookmobile fundraising. A member from the Friends of the Middleton Library Board will also be invited to join the planning committee.
- ii. Library Board President is able to form an ad hoc committee, so action is not needed for this item.

c. United for Libraries follow up (discussion)

d. Down the road:

- i. **September – Plan for National Banned Books Week Proclamation**
 - Call for interest in Development Committee and update to the Library Board Bylaws
- ii. **October - Next year's facility closure and holidays are approved**
 - National Friends of the Library Week
 - Annual Resolution to Common Council requesting following year tax exemption
 - Development Committee meets

6. Director's Update / Monthly Strategic Road Map Report/ SRP Participation Prize Drawing

- a. Literacy Network will be using the library weekly thanks to Friends of the Library.

7. New Business:

- a. No new business,

8. Next Meeting: September 12th, 2023 5:30pm

9. Adjourn (action item)

- a. Motion to adjourn made by Art Waldman and seconded by MaryBeth Paulisse. Meeting adjourned at 7:01 PM.