

Library Board Meeting Minutes
September 12th, 2023 5:30pm

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

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

Call to Order at 5:30 pm

1. Public Comments

- a. No public comments.

2. Welcome and introductions for new Trustee, Rashiqa Kamal!

3. Approval of Minutes of the August 8th library board meeting (action item)

- a. Correction of spelling of Stefanie Moritz in Section 2.
- b. Edits to Section 4, Line B to make it easier to read.
- c. Motion to approve the August minutes made by Stefanie Moritz, seconded by Aurora Pop-Vicas. Motion passed unanimously.

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

- a. 212 Operating Fund
 - i. 111 Part-Time Perm and 112 Part-Time Non-Perm lines: The 112 line was originally missed from the budget. Noticed a big jump in May and June, and discovered a few 111 employees were incorrectly being paid from the 112 account. It is now corrected, but the 111 account shows an error from where it would be expected to be at this point of the year. The issues with the 111 and 112 lines will be corrected for the 2024 budget.
 - ii. Nothing else is very over or under at this point in the year.
- b. August Vendor Report
 - i. 340 - Building Maintenance - issues with boiler and hvac - \$8067 for compressor (came in a little under budget), \$217.50 for a call during heat wave to reset a few things with nothing needing to be replaced.
 - ii. Beyond the Page - \$500 grant for programming that will be used for an upcoming Japanese drumming program.
 - iii. Katies' Kids - \$1968.65 was for the purchase of custom wallets for the 3rd grade program.
- c. Motion to approve the August Vendor Report made by MaryBeth Paulisse, seconded by Art Waldman. Motion passed unanimously.
- d. Funds Held Outside City
 - i. Did not take in any donations this month.
 - ii. Spending down the money from Friends.

5. Review and approval of the 2024 212 Operating Fund Budget Recommendation (action)

- a. Cross County Border Reimbursement, Copies and Faxes, Interest on Investments - remaining the same.
- b. Increase of \$28,853 for Co. AID Fixed Cost Oper. Reimbursement.
- c. Increase of \$17,404 for transfer in from the general fund from taxes.
- d. Total increase of \$71,269 in revenue for 2024 budget.
- e. \$10-15,000 from the library's fund balance will be used to cover 112 part time non-perm line.
- f. Reached 1 million for 110 salaries full time line. 112 line includes Cost of Living increase for pages.
- g. Budgeted insurance line is being calculated differently this year, so there may be a change in the actual.
- h. Reduced FTEs by almost 3 full FTE. No increase to book budget or training and development in 10 years.
- i. Would like to request an increase in budget to fully cover initiatives - Cost to Maintain - \$15,100, Bookmobile - \$2,680, Sunday Hours - \$66,492, and fix the 112 non-perm line.
- j. The next step will be to present the budget to the city finance committee.
- k. Motion to approve the 2024 212 Operating Fund Budget Recommendation with memo for resolution to recommend a budget of \$2,668,722 to include all 3 initiatives made by Dennis Dorn, seconded by Art Waldman. Motion passed unanimously.

6. Trustee Essentials and Annual Calendar:

a. Development Committee formation and update to bylaws (action)

"Development Committee: The Development Committee shall engage in and direct fundraising activities to benefit the Library through the Middleton Public Library Board of Trustees. Funds raised for the Library shall be used for but not limited to: improving the physical environment of the Library, supporting programming, services, and innovations. This committee is also responsible for the oversight of all funds held outside of municipal accounts, donor stewardship, library policy recommendations, and coordination with the Friends of the Library."

- i. Recommended changes to wording to support library mission and vision, and removing 'library policy recommendation'. Motion to approve the change to the bylaws made by Dennis Dorn, seconded by Art Waldman. Motion passed unanimously.

b. United for Libraries and Trustee Training Week follow-up (discussion)

- i. Will move discussion to October meeting.

c. Down the road:

i. October – National Banned Books Week Proclamation at 10/3 7:30pm Middleton City Common Council meeting (action)

- Motion to approve the Proclamation for National Banned Books Week to be read at the City Common Council meeting made by Stefanie Moritz, seconded by Art Waldman. Motion passed unanimously.

- Next year's facility closure and holidays are approved

- National Friends of Libraries Week 10/15-21

- Annual Resolution to Common Council requesting following year tax exemption
- Development Committee meets
- WLA Conference

ii. **November - Annual review of Strategic Road Map**

- Advocacy review and MID BOT handbook

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

- a. The August report will be uploaded to the library website later this week.

8. New Business:

- a. No new business.

9. Next Meeting: October 10th 5:30pm

10. Adjourn (action item)

- a. Motion to adjourn made by Dennis Dorn, and seconded by Art Waldman. Meeting adjourned at 7:06 PM. Motion passed unanimously.