

Library Board Meeting Minutes
March 12th, 2024 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,
MaryBeth Paulisse, Rashika Kamal
Staff Attendance: Jocelyne Sansing, Rebecca Light

Call to Order at 5:30 pm

1. Public Comments

- a. No public comments.

2. Approval of the Feb 13, and 27, 2024 Meeting Minutes (action)

- a. Motion to approve the February 13 Minutes made by Art Waldman, seconded by Rashika Kamal. Motion passed unanimously.
- b. Motion to approve the February 27 Minutes made by MaryBeth Paulisse, seconded by Art Waldman. Motion passed unanimously.

3. Approval of the Feb. 2024 Vendor Report (action)

- a. Correction to code for MG&E - listed as Journal Entry.
- b. The last of the Cross County Border Reimbursements should be in.
- c. Received Dane Co. Operating Reimbursement for the year.
- d. Copies and Reimbursements for lost books - change made to the report. They will now show in parentheses as revenue.
- e. Motion to approve the February Vendor Report made by Stefanie Moritz, seconded by Art Waldman. Motion passed unanimously.
- f. Outside funds - not much movement. A few donations into the foundation.
- g. Current YTD Budget - 111 Part Time Perm and 112 Part Time Non Perm lines are still looking off - it looks like someone is getting paid from the wrong account again. Jocelyne is looking into it. Everything else is right on track.
- h. The transfer in from the General Fund isn't showing on the report yet. Jocelyne will also look into this.

4. Approval of use of Fund Balance (action)

- a. 212 Operating Fund - ended up \$41,966 over budget. \$122,979 was Finance Dept errors. Changes will be made to the book ordering towards the end of the year to avoid overages in the future.
- b. Year end Fund Balance - previous years unspent funds = \$452,742 total remaining balance, with the rest of the Bookmobile and Restrooms still needing to come out. Using Fund Balance to cover the \$41,966 would leave \$122,847 remaining in Fund Balance.
- c. Motion to approve use of \$41,966 from fund balance to reconcile 2023 budget 212 operating fund made by Art Waldman, second by Rashika Kamal. Motion passed unanimously.

5. Adjacent County Reimbursement SCLS Authorization (action)

- a. The county has the option to pay 100%, but need to pay a minimum 70% reimbursement.
- b. These will not be paid until 2025
- c. Motion to approve request for SCLS to bill the 6 counties listed for reimbursement made by MaryBeth Paulisse, seconded by Stefanie Moritz. Motion passed unanimously.

6. Madison Community Foundation 2024 disbursement (action)

- a. Two accounts are held with the Madison Community Foundation.
- b. Have the option to receive the disbursement to use for projects, or leave to grow in the endowment. Need to decide by August for this year.
- c. Motion to hold off withdrawing money from endowment funds until the Development Committee makes a recommendation for use of funds made by Art Waldman, and seconded by MaryBeth Paulisse. Motion passed unanimously.

7. Community Campus Committee Appointment (action)

- a. Initiative started in 2018 and the committee was originally made up of department heads. The project was put on hold because of the pandemic. A committee is being put together again to restart the project.
- b. Motion to appoint Jean Phillips to the Community Campus Committee to represent the Library Board made by Stefanie Moritz, and seconded by MaryBeth Paulisse. The motion passed unanimously.

8. Development Committee (discussion)

- a. The development Committee meets on Thursday so there should be an update later this week, especially about the bookmobile campaign.

9. Trustee Essentials and Annual Calendar:

a. Skills Matrix and Trustee Terms (discussion)

b. Review National Library Week Proclamation at April 2, 2024 7:30pm City Council Meeting (action)

- i. Motion to approve doing a proclamation at the April 2 City Council Meeting, with the wording to be updated, made by Art Waldman, and seconded by Rashiqa Kamal. Motion passed unanimously.
- ii. Randall and Stefanie are planning to read the proclamation at the meeting.

c. Review Trustee term limits and prepare for applications and/or renewals in April (discussion)

d. Down the road:

- i. **April: Mayoral appointment of new Trustees 2nd Council Meeting in April to start in May <https://docs.legis.wisconsin.gov/statutes/statutes/43/54>**
- ii. **May: President nominates slate of officers for discussion (vote in June) and new trustee orientation**

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

11. New Business:

- a. No new business.

12. Next Meeting: April 16th, 2024 - change from April 9th, 2024 (action)

- a. Meeting will still be at 5:30 pm.

- b. Motion made to move the April meeting to April 16 at 5:30 pm made by Art Waldman, and seconded by MaryBeth Paulisse. Motion passed unanimously.

13.Adjourn (action item)

- a. Motion to adjourn made by Art Waldman, and seconded by Stefanie Moritz. Motion passed unanimously. Meeting adjourned at 6:56 pm.