



Library Board of Trustees Meeting Minutes

January 13, 2026, 5:30 pm

Friends of the Library Community Meeting Room

Minutes Prepared and Submitted by M. Paulisse

Attendees: R. Crow, S. Moritz, M. Paulisse, R. Seltzer, R. Kamal, M. Bechtol, B. Wakeham, L. Mindlin, C. Anderson

Library Staff: J. Sansing, R. Light

Not Present:

The meeting was called to order by R. Crow at 5:30 p.m.

1. **Public comment**
 - a. There was no public comment.
2. **Approval of the Minutes from the December 9, 2025 Library Board meeting (action)**
 - a. Minutes accepted as presented.
3. **Approval of the December 2025 Vendor Report and financial review of operations, gifts, and donations (action)**
 - a. B. Wakeham requested that we also have a report by vendor in the future.
 - b. Motion to approve the vendor report by M. Bechtol, seconded by B. Wakeham. Motion passed unanimously.
 - c. J. Sansing reviewed account balances as of December 31, 2025.
4. **Approval of use of Library Fund Balance and allocated 2026 Capital Funds of \$150,000 for Automated Materials Sorter (action)**
 - a. The automated materials sorter is currently not operational. The current sorter is about 13-15 years old.
 - b. J. Sansing shared options for new sorter configurations and shared what other libraries have.
 - c. B. Wakeham and L. Mindlin shared ideas for proposal requests and offered to help with the process.
 - d. A new sorter unit will cost around \$350,000 (including installation).
 - e. As a result of the discussion, it was decided that we hold off on approval until the future.

- f. \$150,000 from fund balance matched with \$150,000?
5. **Development Committee rescheduled for February 5, 2026 at 5:30 pm online**
- a. The January Development Committee meeting was rescheduled for February 5, 2026.
 - b. J. Sansing shared the draft version of the Legacy Giving brochure.
6. **Community Campus Committee (discussion)**
- a. There have been three informational meetings to date.
 - b. Many attendees have filled out comment cards.
 - c. There are two more meetings yet to occur.
7. **Trustee Essentials and Annual Calendar:**
- a. **Staff Presentation by Head of I.T. Patrick Williams**
 - i. P. Williams presented a detailed overview of the library's IT services.
 - b. **Policy Review (action)**
 - i. **Artificial Intelligence (AI)**
 - 1. Some feedback on the draft policy was provided.
 - 2. Due to the need for more review and time to incorporate feedback, the approval of this policy was tabled until the next meeting.
 - c. **BOT Assessment (discussion)**
 - i. C. Anderson reviewed potential assessment options and ideas for using the information in the future.
 - ii. C. Anderson presented ideas about using the previous assessment, adding questions to it to gather more information on trustees' skills and experience, identifying gaps in trustee training and succession planning, and highlighting specific skills and experience to round out the board of trustees. Take the tool and modify it.
8. **Down the road: February 10, 2026, WI State Lobby Day, DPI Annual Report 2025**
- a. L. Mindlin, C. Anderson, R. Crow, J. Sansing, and K. Clark will attend WI State Lobby Day
 - b. The DPI annual report will be reviewed next month.
9. **Approval of closure January 30, 2026 for annual staff development day (action)**
- a. Motion to approve the closure of the library on January 30, 2026, for annual staff development day by R. Seltzer, seconded by R. Kamal. Motion passed unanimously.
10. **Monthly Road Map/Director's Report**
- a. J. Sansing shared that the November and December reports are posted online. Trustees will read on their own. She gave a very brief overview of the December report.
 - b. J. Sansing gave a few updates on the strategic plan and next steps.
 - c. J. Sansing shared a budgeting issue regarding wage increases for Pages. Due to a process error, the increase for Pages was not included in the budget.

- d. Trustees discussed using money from the Fund balance account as a one-time option to address the budgeting issue.
- e. Motion to use Fund balance for the 2.5% increase for Pages by S. Moritz, seconded by C. Anderson. Motion passed unanimously.

11. **New business:**

- a. B. Wakeham brought up the idea of a procurement process and a sustainable purchasing plan.
- b. J. Sansing will work with city staff on this.
- c. B. Wakeham shared information with J. Sansing and volunteered to support with the process.

12. **Next meeting: February 10, 2026, 5:30 p.m.**

13. **Adjourn**

- a. The meeting was adjourned by R. Crow at 7:12 p.m.