

## DRAFT MINUTES

Fitchburg Public Library

Wednesday, December 16, 2015, 5:30 pm

**Present:** Pauli Nikolay Dan Carpenter Swami Swaminathan  
Ben Mueller Stephen H. Arnold Zulma Franco Eric Vincent

**Also present:** Wendy Rawson Kate Liu Phil Hansen (until 6:07)

### Absent:

1. **Call to Order – 5:30 pm** by Nikolay.

2. **Public Appearances** – Non-Agenda Items

3. **Approval of Minutes**

a. November 18, 2015

Carpenter moved and Arnold seconded to approve the minutes as written. No revisions were made. This passed by voice vote.

4. **Treasurer Report**

a. Overview and b. Register

Rawson noted that October was a 3-paycheck month which bumped up our spending in salaries and wages. Several contracts were paid out of 290, including Simplex Grinnell which does monitoring of our fire alarms and ducts. A couple more contracts will still come in this year, including Bibliotheca. There was some confusion over the Bibliotheca contract with the transition to SCLS taking over some of the service calls. We will be changing to a January to December term. The security gates are being "sunsetting," but we will still pay service on them. We will see some savings due to the change in contract term, about \$10,000. In 2017 we will potentially replace the self check machines, as the library can't run without those.

We are still waiting on bills from General HVAC for the compressor repairs. They had a glitch with their billing system which caused them to send us invoices with tax on them.

The 387 (library collection) account is nearly spent up. We need to spend a little on Amazon, about \$1500, to fully expend the budget for the year. We will overspend in this account as planned due to the addition of money from Madison Community Foundation for the North American History collection. Hull and Liu are keeping a close eye on the spending as we near the end of the year.

Swaminathan asked for clarification on the large amount of insurance paid for in account 590; Rawson will check into this.

Carpenter asked for clarification of what is included in the city administrative fee. Rawson explained that this fee covers the library's use of all city departments – administration, HR, and finance in particular, but others too. We pay separately for these because the library is not a part of the general fund. Some of the amount is dependent on the number of employees we have. We have discussed this issue many times and have noted that it would be far more expensive for the library to do these tasks than to pay the city to do them.

Rawson brought out the "monkey budget" to estimate spending for the rest of the year. It looks like we will be putting about \$77,000 into fund balance. Some end of year purchases that are still to occur: purchasing a small scrubber for restrooms and a small vacuum for the large meeting room for "glitter incidents." Some contracts are still coming up due.

Swaminathan asked what the reason was for coming out ahead. Rawson noted some surplus in salaries and wages. This happens every year, since HR has to budget to the high end so we often see savings. Disability Insurance we have to budget for every year, but for several years running we have not had to pay premiums. There are some savings in other benefits. There is some money left over in 240 (unexpected repairs,) but much of this will go to General for the compressor repair. We will also see some savings in 245 (IT needs.) Next year we will have a technology allocation, much like the administrative fee, and we will have a much smaller 245 account.

Swaminathan moved and Franco seconded to approve the October 2015 treasurer's report, this passed by voice vote.

5. **Old Business**

none.

6. **New Business**

a. **Holiday 2016 Schedule**

Hansen and Rawson presented the issue with holiday time in 2016.

Hansen showed a normal week's schedule for the circulation department. This department is special as it can't be left unstaffed and needs at least 2 people to run it the vast majority of the time. Any time there is a holiday, a person must work fewer shifts in the pay period containing the holiday. Every 6 to 7 years we get Christmas Eve and Christmas Day on a Saturday and Sunday, and New Year's Day on the following Sunday, which is the case in 2016. This is the hardest configuration of holiday time to work with: there are 3 holidays in a pay period, so this means each person must work 3 fewer shifts. Hansen showed the schedule with all of the lost shifts highlighted, which showed that coverage in the circulation department would be so thin that it would be impossible for the department to operate.

Rawson proposed being closed on the Friday and Monday bracketing the Christmas weekend. Without closing for those days, no one would be able to take any time off at the holiday at all, and if anyone were to get sick or we were to have bad weather, we would not have enough staff to open and run the building. Other libraries in Dane county have already been discussing this, and many businesses will handle the holiday issue in the same way we are proposing. Hansen showed a potential schedule with the Friday and Monday closure and demonstrated that the department could be adequately covered by taking this option.

Swaminathan asked if cross-training would help to alleviate this without having to close for the extra days. Rawson noted that this can help a little, but it is hard on staff to be in another department for a whole 4 or 8 hour shift. Cross training is intended to allow for occasional emergency coverage, not for as many hours and shifts as are affected around the 2016 holiday.

Arnold noted that this is not a regular occurrence and the proposal would be in line with the city, as the city will be closed for those 4 days as well. Rawson has already contacted both HR and the city administrator to confirm that it would be acceptable for the library to do this and been told that it is.

Both Hansen and Rawson noted that someone will still need to come in during those 4 days to attend to the sorter, as it will overflow if left for that long. During the summer when we are closed on Sundays, Rawson or Hansen will sometimes drop in on Sunday to swap out a bin on the sorter. We could offer extra shelver hours at the end of the year after the four day stretch to deal with the large amount of returns. We often have extra shelver hours left over in the budget.

Vincent asked about splitting into a 3-day closure at Christmas and a 2-day closure at New Year's. This might be possible, but it may be better to just do it all at once.

Rawson noted that she needs the board to vote on this so that it can go on the city calendar as soon as possible.

Carpenter moved and Vincent seconded to accept the proposal to close the library on Friday, December 23<sup>rd</sup> and Monday, December 26<sup>th</sup>, 2016. This passed by voice vote.

Swaminathan motioned to move agenda item 9a up to allow Hansen to stay for the brief report on strategic planning. Carpenter seconded, and this passed by voice vote.

## 7. **President Report**

Nikolay thanked Rawson and Carpenter for their work to make the outreach librarian possible.

Concerning the solar panels: we are not just advisory as board, we are the deciders. Rawson sent out documents for further information. The Mayor will want to speak to each member. We will be voting again on this issue in January. The last vote in October was a tie. Erika Kluetmeier and the Mayor will be present at the January meeting. Nikolay stressed to the board the need to thoroughly examine all of the information sent to them on the project and be ready with questions for the Mayor. Rawson met with Mayor after he had read minutes from the meeting we had on the issue in October. Some of the questions we raised are addressed in the new information. The Mayor is interested in hearing our concerns. Rawson noted that the payoff is not very big in terms of dollars, but should we do the project anyway because it is the right thing to do in terms of sustainability? Kluetmeier is currently doing research on insurance. This is a somewhat "chicken and egg" problem: we would like full information before we commit, but some of that information can only be generated after we have given the go ahead to start the project. Vincent noted that we need to know from the city how the savings will ultimately affect library, as we do not wish to risk having our budget reduced by the amount of savings. In Rawson's meeting with the Mayor, the split that was discussed was more likely to be 50-50 with the 3<sup>rd</sup> party, not 80-20 as is the case in Monona, and the Mayor indicated that he felt that savings should come to the library as the library is assuming the greatest risk. Our allocation in the budget would remain the same. Swaminathan reiterated this from his own discussion with the Mayor. Other details must be worked out about the purchase of the panels at the end of the first contract term. When the initial contract is up, the plan would be for the library to continue sharing the savings 50-50 with the new purchaser. Neither the library board nor the council can be bound, but we should have adequate documentation that the library does not plan to be the buyer of the panels at the end of the contract. It was mentioned that on past resolutions our former treasurer inserted language to show the intent of the library board, and this could potentially be done for this resolution.

Swaminathan noted that in our October meeting we were under the impression that the library board did not have final say on the project. The city attorney Mark Sewell has since said that he does not feel comfortable imposing the project on the library if the library board said no to it. If the resolution is not approved by the board, Rawson suspects that Sewell will recommend to the council to not override the library board and go forward. Sewell feels that the chapter in the statutes regarding the sovereignty of the library board would trump the council / statute that says that the city owns the building and can do what it wants.

Nikolay re-emphasized a careful reading of the documents sent recently to be ready with questions. The incentives to do a solar project will end at end of 2016. Installers are getting busy because of the incentives ending. Rawson inquired and found out that we do not have to take the low bid if we have prior bad history with a vendor. The bidding would go through public works and finance. Carpenter requested that we have Sewell at the next board meeting to give guidance. Vincent questioned and Franco and Carpenter echoed why the Mayor wishes to meet with each member individually? The possibility of quorum issues were listed as a possibility why a group meeting would be less desirable. There could be time issue as well, as the resolution has to be referred to us, then go back to council.

Swaminathan felt that it was important to get all the information and answer questions, whether as a group or individually. Swaminathan has met with the Mayor, but without the new information. The Mayor is hopefully answering the questions we raised at last board meeting, and seeing if we have any other concerns.

Nikolay emphasized the importance of attending the January meeting. Swaminathan noted that he will be out of town for the January meeting and inquired about alternative ways to attend, but the statutes are clear that you must be physically present to vote.

#### 8. **Library Director Report** – Rawson

The carpet has been re-glued in the conference room and the quiet reading room.

The staff holiday party was big success, with 50+ attending including lots of little kids and plenty of people from the city.

The staff in-service went well also, and the presentation from SCLS on difficult patrons was very good.

Rawson informed the board that she will be out from 12/22 to 1/4.

Rawson has sent notes of thanks to all of the alders for supporting the outreach librarian position. Swaminathan thanked Carpenter and other alders for supporting the position, noting that it is hard to be in the situation of having to do so many cuts and still keep this position. Carpenter noted that it was a team effort. The 3 votes against budget should not be construed as not supporting the position. The Friends should also be thanked for their legwork and phone calls in support of the position.

#### 9. **Committee Reports**

##### a. Strategic Planning – Nikolay:

Swaminathan and Hansen, team 2, infrastructure: The team has done 3 items: a staffing plan, cross training for staff, and an orientation manual. The orientation manual is at the stage of final revisions, and is in dropbox. Hansen added that we were able to implement some staff training at the recent staff in-service. Swaminathan praised Hansen's efforts on the team.

Rawson – team 1, finance: The outreach librarian position will be posted 4/17 until mid-May, with interviews on June 1<sup>st</sup> and 2<sup>nd</sup>. The interview panel will be Tim Powers, Kate Hull, and Rawson. There will be building tours with Phil Hansen and Tegan Stringfield. Carpenter asked if a board member should/could sit on the board. He brought this up due to recently serving on the panel which hired the new fire chief. Rawson said she was hesitant to make panel too big, and noted that there is also no precedent for it at this level of position. Carpenter thought that a board member on panel would bring community and board perspective. Swaminathan thought that if this were done it should be someone from the personnel committee of the board. This is a unique position, do we know of others who have this position? Rawson looked at position descriptions from other libraries, but not in Dane county. Nikolay also noted that this person will work with friends and volunteers and the presence of someone from this group would bring another perspective. This is not intended to negate process but hopefully enhance it. Arnold noted that Rawson as director will have final say, so what role would is person have? Vincent volunteered that perhaps a community member might be better as an advisory member – could be a board member, or not. Carpenter noted that he did not intend for the person selected to have voting power in the process. Rawson suggested a multistep interview process, where this community member might be there in a different part of the interview process. There will be a 45 minute panel interview, plus tour of the library – what about adding a driving tour of the city? This would add a lot of perspective and information. More interactions with people in the interview process provides more times to see the candidate in action, and ultimately makes it easier to make a decision. Rawson will think about these suggestions.

Carpenter – team 5, marketing: Carpenter noted the group had met recently, and have a meeting planned for January. Franco noted they were working on a pamphlet and a calendar. They are interested in doing a quarterly newsletter. They are also interested in an outreach packet, but will table that until new outreach librarian is hired. They would like to have a version in Spanish, and are planning to contact the UW to potentially find a student translator. Franco noted that the group has discussed evaluation of the marketing plan and social media. Swaminathan suggested also looking at Edgewood college for translators.

Mueller – team 3, programming: Mueller stated that the group met back in October primarily to discuss outreach. The group has also started talking about the evaluation process.

Vincent – team 4, partnerships: The group last met in October. They were part of the volunteer recognition event, which was a lot of work for the staff, so they may try to tweak that to take some of the pressure off the staff. They are interested in converting the partner spreadsheet into a database. Vincent noted that the group requested a change in the naming of one of their items to better reflect how they are actually proceeding. They are also starting to evaluate their work. Swaminathan asked about partner letters – though this was a long time ago, a couple of things such as the dental storytime came directly out of it. There are a lot of partner activities going on. Arnold asked about a financial planning person coming out to do a program. Rawson noted that we do have occasional tax and estate planning presentations, but need to tread carefully as presenters can't promote their own firms. Partnerships have to happen organically.

Nikolay noted that the core team is starting to get into evaluation. They have looked back at 2012 and at the questions we were asking to kick off the plan to determine what is the concrete, structural, and anecdotal evidence that we have answered these questions. We need to look at data from the statistics, too. The core team has started gathering data from the managers about what we have done and how our thinking has changed. The board will be involved in evaluation, but exactly how is not known yet.

b. Facilities – Swaminathan: this group has not met yet, they are planning to meet in February, with the finance director, now that she has some breathing room after completion of the budget.

c. Personnel – Vincent: This group is having trouble finding a meeting date, they are still trying to get together.

10. **Announcements**

- a. Next Board Meeting: Wednesday, January 20, 2016, at 5:30 p.m.

11. **Adjournment at 7:10 pm.** Moved by Carpenter and seconded by Mueller, this passed by voice vote.