

## DRAFT MINUTES

Fitchburg Public Library

Wednesday, November 18, 2015, 5:30 pm

**Present:** Pauli Nikolay Dan Carpenter Swami Swaminathan  
Ben Mueller Stephen H. Arnold Zulma Franco (arrived 6:07)

**Also present:** Wendy Rawson Kate Liu

**Absent:** Eric Vincent

1. **Call to Order – 5:30 pm** by Nikolay
2. **Public Appearances** – Non-Agenda Items
3. **Approval of Minutes**

a. October 21, 2015

Swaminathan moved and Carpenter 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 covered the treasurer's report. She noted that account 340 (operating materials and supplies) had an uptick due to getting ready for Halloween; this account is nearly always overspent but is made up for with savings in other areas. Concerning collection expenditures, Hull, Rawson, and Powers have been monitoring closely to make it come out right at the end of the year. Swaminathan asked about the North American History collection, and Rawson explained that the Friends gave a big chunk of money for it, but Rawson asked them to hold some of it until next year. We will continue to spend on this collection into next year, using regular library funds, as we want to be sure that the quality of materials is high. It is difficult to build a collection like this in a 2-year window as publishing schedules vary. Nikolay asked about the fund balance applied listed in revenue– this is the \$50,000 we expected to pay to Dane County as a "catch up" payment. As it turned out, we will not have to pay any money out. The expenditure is listed in account line 392. This money will stay in our fund balance.

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

c. 2016 budget

Rawson noted there was nothing new to report. The budget did not pass at council last week. Both amendments to change our new position were withdrawn. Carpenter noted that the increase in the overall city budget was 9.75%, which the council worked down to 7.2% after a 5-hour meeting. The council would like to see the increase down to a more acceptable level. It is possible that people may resubmit amendments that will affect this position, the deadline is tomorrow at noon, and the amendments will be available to the public on Friday. Those will be taken up at the Tuesday, November 24<sup>th</sup> council meeting. Carpenter advocated for the position and will continue to do so. It has been responsibly planned for, and is in the best interest for certain areas of city and city overall. The library is the center of this community, in lieu of a school. This position will allow more people to access library services. Carpenter does not know if anyone on the council will try to eliminate it at the next meeting. Carpenter asked: how does the board feel about a July vs January start? Rawson responded that logistically we will not be able to start right away in January, due to the need to do nationwide advertising for the position, and it is possible that someone may relocate from a distance to accept it. We would ideally love to have the person on board before summer reading starts, but would rather

have a July start than lose the position entirely. Rawson expressed gratitude for support from the council and the community for this position. Swaminathan asked if there was anything else we could do to support it. It is important to get the position at full time, even if we have to start later in year. The finance department will not like the late start, as it creates a structural deficit. Carpenter has emphasized to everyone he meets that this is not a new idea, that this position has been planned for since before the library opened.

Rawson pointed out that if the position does not go through, we will lose the \$55,000 we squeezed out of other places in our budget to create this position. We will not get that money back into our budget. The suggestion was made to start the position at the point in the year that we would not have to ask city for any additional support. The council will not see this as a loss of money for the library if the position does not go through. Carpenter will make sure that the council knows that we took this position seriously enough to risk the loss of the \$55,000 if it doesn't pass. If the position starts in July, the person will be able to start strong on the new school year. Carpenter asked if it would be acceptable for him to ask for a July 1 start with an amendment, to show good faith to council. Carpenter felt this would be a good gesture and increase the likelihood of getting it through. Carpenter acknowledged that there is pressure all over to reduce spending. Mueller noted mathematically that an April start would eliminate the \$30,000 needed from the city, however Carpenter thought it would be better to ask for July, at the half year. New construction is down which means available levy money is not going up by much. It was agreed that Carpenter will submit an amendment for a July 1 start date. Rawson will respond to that amendment and say that the library board has discussed it and it would be acceptable. If board members are able to go to the council meeting on the 24<sup>th</sup> to support the library, please register in support of the amendment.

If the council does not pass a budget, Carpenter is not sure what exactly will happen. The city must have a budget by December 3<sup>rd</sup> so that tax bills can be mailed. Tuesday the 24<sup>th</sup> will be a long night for the council. Carpenter was thanked for his support.

5. **Old Business**  
none.

6. **New Business**

a. Annual review of bylaws

Nikolay went through article by article. Rawson noted the history for new members: the bylaws were created in 2007, then given a substantial revision in 2013 with help from SCLS, with a small revision in 2014.

Article 1 – good as is.

Article 2 – Arnold raised a question on section 4, noting that if you miss three meetings you are sent to see the mayor... then what happens? Rawson responded that the mayor will decide how to address it. This number had been increased from 2 to 3, and is fairly lenient. If there is lack of quorum, this does not count as an absence.

In section 3, Nikolay noted to Mueller that the school district representative can serve more than one term.

Article 3 – Arnold asked for clarification on the terms of officers. Terms are one year, but expect re-appointment. Swaminathan noted the section 6 provision for having the treasurer sign bills over \$2500 and wondered if we did this. Rawson responded that we do, but we also try to minimize the number of large bills so that the treasurer does not have to come in often for signing.

Article 4 – At the annual meeting, we need to publicly confirm the time and place of our meetings. Swaminathan asked if we needed to push back the election of officers in light of the delay we

experienced this year, Rawson thought it was rare enough an occurrence to not need changing. Nikolay asked if recordings of meeting were ever "taped over," Rawson said no, FACTv keeps copies of everything and the written minutes are very detailed. It was suggested that we need to have a "for dummies" copy of Robert's Rules for the conference room.

Article 5 – This section was expanded in 2014 to include strategic planning and facilities committees. This can be changed as our needs change. Nikolay noted that all committees have only advisory power – the board is the body that has the vote. The committees do the work and bring it to the board. She also noted that the board is the direct supervisor of the library director, not the city administrator.

Article 6 – Arnold asked about the annual report. Rawson explained the difference between the state report and the city report. The report we do for the city is the "pretty one," with lots of pictures and narrative. The state report is more comprehensive in terms of numbers and data, though many fields come to us pre-filled. Rawson brings this to the board to approve in February.

Article 7 – Nikolay stated that Rawson has far exceeded the requirements listed, and the city is fortunate to have her. Swaminathan noted that the board sets policy and Rawson executes it, and he praised the level of communication between the board and the director.

Article 8 – no issues.

Article 9 – no issues.

There were no changes on the bylaws. Carpenter moved and Mueller seconded to approve the bylaws as written, this passed by voice vote.

#### 7. **President Report**

Nikolay brought up that strategic planning is starting into the last year of work on this first plan. It was created by a large group of volunteers and staff, but most of the work of implementing it has been done by staff. We are beginning to start the evaluation process. Five questions were brought to the managers to cover changes they have seen in response to being part of the strategic plan. This information will be presented at the inservice on December 2. Nikolay commended Carpenter and Rawson for their work on the outreach position.

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

The staff inservice will be December 2, please join us for lunch at 1pm and the strategic planning update from 2 to 2:15. Most of the rest of the day will be spent on a training session to help staff deal with difficult patrons.

The holiday party is Saturday December 12<sup>th</sup>. You can get in the building through the garage or the north doors. The library will provide a main course, attendees are asked to bring a side or dessert. It is OK to have alcohol for the party. There will be a white elephant gift exchange.

Carpet update – we are booked for December 2<sup>nd</sup> while the building is closed. If the re-gluing does not work, then we will look at replacement.

Another building expense occurred: a second compressor went out and has been replaced. The part was under warranty but the labor was not. Approximately \$4000 worth of installation labor will come out of unexpected repairs, and we do have the funds to cover it.

Carpenter asked about the statistics, specifically about checkouts. Where will we finish out year? Rawson noted that we went down from 2013 to 2014, which is part of a national trend towards lower checkouts. Last year, though we went down, we did not go down by as great a percentage as most libraries in the system. Originally, we expected a steady increase, but our use has leveled out. Rawson pointed out that ebooks have been rising in use, and this will likely continue to go up. Circulation is an easy statistic to use, but patrons do far more than just check out: they are still using the library for wireless, programs, meetings, and more. We do not have a new "magic number" to measure this. Our

gate counts are steady or a little higher than last year, so people are using the library even if they are not checking out books. Adult programming is down a bit – it was up last year due to the Dead Man Walking series. Adult always lower in attendance than youth, there is no way to compete as adults do not have as much time. Teen programming is up a little, we have a great teen librarian who is doing a lot of things. We also have a great group of teen volunteers right now, too. “Teen” is now defined as age 12-18, but we may reconsider that. If tweens are in the room, teens won’t use it. The lower age limit may be defined as 7<sup>th</sup> grade and the top limit may be 17 or 12<sup>th</sup> grade. The teen group is challenging, as it is the smallest of any library group.

Swaminathan asked about wireless, and Rawson said is excellent. We may have to think about replacing the access points at some point, as their lifespan is roughly 5 years. We should think ahead about it. It will not be capital, just replacement, as it is not a one-time purchase. However, the technology cost also should go down and perform better, too.

## 9. **Committee Reports**

a. Strategic Planning – Nikolay noted that she already covered most of it in her report. Swaminathan gave an update on action team 2. He noted that most of the action items his team set out to do have been accomplished, and he encouraged board members to look at the files in dropbox. Rawson spoke to the staffing plan, noting that the police have one and it has been very helpful for them. But for us, do we really know exactly what we will need in 5 years? Rawson and Hanson wrote down all the steps for trying to add the outreach librarian position – what are logistics of adding new position, not so much knowing exactly what a new position will be. Nikolay noted that each action team should look into dropbox and plan to say brief bit at the next meeting. If help is needed, please ask Liu.

b. Facilities – Swaminathan: the committee has not met in deference to the budget process. We won’t need anything for 2016, so we have a little time. We have questions for finance and the city administrator, but they are embroiled in the budget.

c. Personnel – Nikolay: the group is still in the planning process, and need to settle on a date. Rawson will need to discuss some changes imposed by city, and the calendar will need to change. Reviews will be on anniversary dates now, so the annual for Rawson will be October, and the half year will be in April. The city has created new forms which we will not be able to make a lot of changes to, as they will be used for pay-for-performance.

## 10. **Announcements**

a. Next Board Meeting: Wednesday, December 16, 2015, at 5:30 p.m.

11. **Adjournment at 6:50 pm.** Swaminathan moved, Carpenter seconded, this passed by voice vote.