

APPROVED MINUTES

Fitchburg Public Library

Wednesday, June 17, 2015, 5:30 pm

Present: Pauli Nikolay Eric Vincent Swami Swaminathan
 Dan Carpenter Ben Mueller Zulma Franco

Also present: Wendy Rawson

Absent: Stephen H. Arnold

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

a. Introduction of new members

Swaminathan asked each new board member to introduce themselves and say a few words about their background. Ben Mueller, the new school district representative, is a librarian at Leopold Elementary, which serves many Fitchburg residents. Zulma Franco, a new at-large member, is a resident of Fitchburg and a Madison Police officer. Stephen Arnold, who will be the new treasurer, was unable to attend this meeting. The rest of the board members introduced themselves as well.

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

3. **Approval of Minutes**

a. April 15, 2015

Carpenter moved and Nikolay 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 began by noting that May was a three-paycheck month, so May spending is high; she also noted that February is low due to the reverse accrual process with the city. This past month, in account 290 (contracts) we had nearly \$2000 of expected expenses; the remaining balance is sufficient for the rest of the year. 325 (travel) is high due to pre-paying for ALA conference expenses. 340 (operating materials) is high due to purchases for summer reading. Carpenter asked for a clarification of the purpose of the longevity account; Rawson explained this. Rawson noted that there are 2 months of registers to look at since we missed last month's meeting. There were a lot of expenses related to the start of Bookstart and 1000 Books. Swaminathan asked if the extra funds for North American History was included in the 387 account; Rawson said that the money is spent out of this account and the account will look overspent, but we do have the money for it coming in in a revenue line. We are nearly at 100,000 items, and all the collection items (both North American history and general collection) are included in that number. Carpenter asked about account 360 which seemed high, and asked if there were elevator expenses. Rawson responded that account 360 covers janitorial costs, such as toilet paper, which are high for a public building with 4 sets of restrooms. Also, the building is beginning to age and certain items are already beginning to need to be replaced, such as the motion sensors for sinks. Carpenter asked if the account was high enough to cover any issues; Rawson replied that we base this budget on data from the previous year, so we are always reviewing it; and have also increased the amount in the unexpected repairs and maintenance account (240). Nikolay asked about the fund balance applied line in revenue. Rawson explained that this was for the Dane County settle-up payment. Dane County made estimates about our usage without real data because we were a new library, with the plan that once real data was available, we would settle up any difference between what they had charged us and what we should have paid. However, it is looking as though we will actually be owed roughly \$30,000 instead of having to make a payment. What we will likely see is a credit on our Dane County payment next year. Swaminathan asked about the impact on our fund balance; Rawson noted that we would likely stay at the fund balance level we have, which is currently over \$300,000. We will

have the Dane County contract for next year sometime this summer, where we will see the exact numbers reflected in a credit to us.

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

c. Approval of the Dane County payment. This is a large PO (over \$25,000) and must be voted on by the board. Rawson shared the history of the size of our payments which are steadily going down. Swaminathan asked if there was anything we could do to bring more patrons in; Rawson noted that it was decided that a marketing campaign to draw more users to a particular library is frowned on by the consortium. We do need to educate our residents that there is a per-item cost to us when they check out at other libraries. Nikolay noted that this is part of the strategic plan to raise awareness of this. Franco asked if there was a way to figure out who is checking out at other libraries; Rawson explained that mapping the data has shown us that residents in the north part of Fitchburg use either the south Madison branch, which they can reach by bus, or the Meadowridge branch, which can easily be reached by bike. Swaminathan noted that we may not be able to overcome this very easily. Franco noted that it is each family's choice where they go, and added that perhaps we should give them incentives to come.

Carpenter moved and Mueller seconded to approve the payment to Dane County. This passed by voice vote. The purchase order was signed by both the old and new presidents of the board.

5. **Old Business**
none.

6. **New Business**

a. Elect new officers . Swaminathan noted that the annual meeting with election of officers is usually in May, but we did not have a quorum or appointments of new members for that meeting. Swaminathan explained how the nominations are made for officers, and turned over to the chair of the nominating committee Vincent. Vincent explained the process the committee used, then noted that Nikolay agreed to serve as president, Vincent would serve as vice president, and the new member Stephen Arnold would serve as treasurer. Swaminathan asked for any nominations from the floor, and there were none. Swaminathan reiterated the slate of officers, Carpenter moved to approve the slate, Mueller seconded, this passed by voice vote.

b. Change to the Gift Policy. Changes to the gift policy were motivated by the strategic planning process and the work of action team one. The policy needs to reflect the ways of giving to the library which are also mentioned in the "Giving to the Library" brochure. A correction to the policy was noted with regard to the Madison Community Foundation. Vincent moved and Nikolay seconded to approve the change to the policy with the edit noted, this passed by voice vote.

7. **President Report**

Swaminathan thanked the members of the board for their service and also praised the efforts of those who have led the strategic plan. Swaminathan expressed disappointment that he was unable to get the Outreach Coordinator position to happen under his term, but was hopeful that the position will be created, with the support of the new mayor. He encouraged the group to be very specific about the needs and goals of the position to help persuade the council about the benefits of this position. Carpenter said that this is on the radar for the council and mayor, and he has communicated the board's commitment and enthusiasm for this to the council members. Rawson noted that her hope would be to fit the position into the current library budget, to make it an easier sell to the council. Carpenter asked after a position description, Rawson said the core team has been working on it. It will not come to the board for approval but will come for discussion. The position description has evolved as the core team has worked on it; for example, due to the need for this position to supervise volunteers, it cannot be a library assistant position. Rawson is working with finance to get numbers for salary and benefits to see how it might fit into the budget. It will be discussed extensively at the next

core team meeting and at the Committee of the Whole, then it will be submitted with the budget packet. Carpenter asked for a copy before the COW meeting, to be able to study it and share it with council members.

Swaminathan thanked the board for the opportunity to serve, and Rawson thanked Swaminathan for his advocacy for the library.

8. Library Director Report – Rawson

Touch-a-Truck was held in May this year, to be at a different time of year from National Night Out, which also hosts an event with trucks. We more than doubled our attendance this year, to roughly 175. We had a snow plow and a mower, fire, police, and ambulance, and new this year, a cement truck from Wingra. Next year's event will need to be in a new location as the fire station will be moving.

Summer reading sign-up started on Friday with a kick-off event of a petting zoo. The weather was not great, but we still had 300 people attend, one of our largest attendances for a program. 637 people had signed up through Monday the 15th, compared to 393 at the same point last year.

The Books and Brews event taking place Saturday, July 11th, has posters up all over in the library and around town. The hope is that the funds raised at this event will give the new outreach coordinator a good base of funds to begin working with. Reservations for the event are open online. Rawson listed all of the attending brewers and food suppliers. Tickets will be available at the door if the event does not sell out. Milkhouse Radio will provide entertainment.

9. Committee Reports

Nikolay noted that the board has the three listed committees, including strategic planning. Former board member Julesberg will remain on strategic planning with Nikolay, but we would like to add another board member to the committee. There is a final timeline to carry through the end of this strategic plan and wrap up this plan. For facilities, Swaminathan noted that the committee can be more active this year as the building begins to age and items will be up for replacement. For the personnel committee, their primary role is to evaluate the director; Nikolay reviewed the process that the committee had used. However, with a new city administrator coming and a new pay plan with pay for performance there may need to be some changes. This committee will also need a new member.

A suggestion was made to add the presentation to the COW to the board calendar. Discussion of CIP items early in the year was also suggested as an item to add to the calendar. Rawson pointed out on the calendar that the policies were divvied up amongst the managers and the time to review them with the board corresponds to the needs of the library. Each manager will come to one board meeting per year, to discuss any policies that need changing and make a general presentation about their departments.

Swaminathan asked about the appointment of board members to action teams. Carpenter will step down from co-chairing a team due to his other commitments, but will remain on the team five as a member. Stephen Arnold will co-chair team one (budget), Mueller will co-chair team three (programming,) and Franco will co-chair team five (marketing) with Stringfield.

Vincent wished to make note of thanks on record to BT Thomas for his exemplary service as treasurer. Thomas's skill led us to have a good fund balance and his expertise was very valuable to the library. He asked a lot of challenging questions and shaped our current financial report to be even clearer and detailed than it was.

10. Announcements

- a. Next Board Meeting: Wednesday, July 15, 2015, at 5:30 p.m.

11. Adjournment at 7:26 pm.