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**Minutes**  
**Monona Public Library Board**  
**Board Room**  
**July 16, 2019, 7:00 p.m.**

**I. Roll Call**

Library Board Trustees Present: Sue Carr, President; Todd Stebbins, Vice President; Jennifer Fonner, School Board Representative; Jennifer Kuhr, Alderperson; Roselyn Ebel, Secretary; and Mary Anderson, Community Representative

Library Board Trustees Absent: Erinn Monroe-Nye, Community Representative

Library Staff Present: Ryan Claringbole, Director

**II. Call to Order**

President Carr called the meeting to order at 7:02 p.m.

**III. Appearances**

None

**IV. Approval of Minutes**

Vice President Stebbins motioned to approve Minutes dated June 18, 2019. Trustee Alderperson Kuhr seconded. Motion passed.

**V. Consent Agenda**

A. Alderperson Kuhr motioned to approve Bill Payments dated June 2019. Trustee Trustee Anderson seconded. Motion passed.

B. Alderperson Kuhr motioned to approve the Financial Report for June 2019. Trustee Anderson seconded. Motion passed.

**VI. Library Director's Report**

A. Administrative report June through Mid-July.

Director Claringbole clarified that they will be evaluating the Summer Reading Program to see if changes or adjustments need to be made in future years, especially in the areas of the junior volunteer program and the prizes. The prizes provide a good motivation for participation. The Board shared a few minor suggestions.

Amelia Speight has accepted the position of Circulation Supervisor and will begin on August 1.

The goal for the One Community Many Voices project is 100 interviews by December. Kate is hired until funding runs out.

Regarding the library website, Director Claringbole will be meeting with SCLS on August 25 to establish a timeline to build a new site. They would provide a minimal design, and the library would also add to it. Director Claringbole has talked to the City and they do not have any issue with the library having its own separate site. There is no cost as this is part of SCLS membership.

As far as staff evaluations, the Board does support regular staff check ins (perhaps monthly) with their supervisors/the director to help supplement the annual review process to make the process more ongoing rather than just once a year.

Director Claringbole is meeting on July 17 with Dusty to hand off information regarding the power lab. Several staff members will be training the other staff on how to use the equipment, and then the lab will be marketed and possibly have programs for the community. There will need to be training for the scanners, the machine to convert VHS to DVDs, and using a Mac and software (such as Garage Band).

## **VII. Board Discussion Topics**

### **A. Book, TV, and movie recommendations**

The board shared their recommendations.

### **B. Strategic Plan Committee Update**

A draft of the strategic plan will be brought to the next Board meeting. Director Claringbole is also setting up a meeting to begin the implementation phase.

### **C. Solar Panels**

There is no further action on part of the Library Board regarding solar panels. It is the city's project and they will decide on further steps. Any new solar panels would require the Board's approval.

### **D. Trustee Training Week**

From August 12 – 16, several webinars will be offered. Director Claringbole will send a link to sign up. Director Claringbole would like board members to watch the webinar on library advocacy and the one on inclusivity.

### **E. Library Board Officers**

The following have shown interest in officer positions: Sue Carr as President, Todd Stebbins as Vice President, and Rose Ebel as Secretary

F. 2019 Capital Budget Update

The board shared feedback that the self-check machines are a higher priority than the new library furniture because they are essential to providing basic library services. The lower level bathrooms are the second priority. The new chairs would be the third priority. Overall, the library is asking for much less than it did last year.

**VIII. Board Action Items**

A. Vote on Approval of Capital Budget

Vice-President Stebbins moved to approve the proposed Capital Budget items: 1. New self-check machines; 2. Lower level bathroom improvements; 3. New furniture. Trustee Anderson seconded. The motion passed.

B. Vote on Board Officers

Anderson motioned that Sue Carr be President, Todd Stebbins be Vice President, and Rose Ebel be Secretary until July 2020. Trustee Fonner seconded. Motion passed.

**IX. Announcements**

Next Library Board meeting is Tuesday, August 20 at 7:00 p.m.

Toni and Ronda's Retirement Party is July 25 at the Library at 6 p.m.

Loud in the Library kickoff meeting is Tuesday, July 30 at 7:00 p.m. in the Board room. Volunteers are wanted!

**X. Adjournment**

Trustee Anderson motioned to adjourn the meeting. Trustee Fonner seconded. President Carr adjourned the meeting at 8:28 p.m.