

**Minutes**  
**Monona Public Library Board**  
**Board Room**  
**Tuesday, May 17, 2016, 7 pm**

**I. Roll Call**

Library Board Trustees Present: Sue Carr, President; Todd Stebbins, Vice President; Andrew Kitslaar, Alderperson; Jennifer Fonner, School Board Representative; Val Edwards, Community Representative

Library Staff Present: Erick Plumb, Library Director; Sally Buffat, Business Coordinator

Trustees Absent: Brett Blomme Community Representative

**II. Call to Order**

Presiding Officer Carr called the meeting to order at 7 o'clock; introductions were made and a warm welcome extended to Alder Kitslaar.

**III. Appearances**

None.

**IV. Approval of Minutes from April 19, 2016**

Trustee Stebbins motioned, seconded by Trustee Fonner, to approve the April 19 minutes.

Discussion: Stebbins noted a correction.

Motion to approve corrected minutes passed unanimously.

**V. Consent Agenda**

**A.** Approval of Bill Payments, April 13 – May 15, 2016

**B.** Approval of Financial Report, April 2016

Trustee Edwards motioned, seconded by Trustee Stebbins, to approve the consent agenda.

Motion passed unanimously.

**VI. Board Action Items**

**A.** Unfinished Business

**B.** New Business

- i.** Approve Library Commitment to E-rate and Filtering Bypass Memorandum of Understanding between South Central Library System and Monona Public Library

Trustee Edwards motioned, seconded by Adler Kitslaar, to approve the Library Commitment to E-rate and Filtering Bypass Memorandum of Understanding between South Central Library System and Monona Public Library.

Motion passed unanimously.

**VII. Library Director Report**

**A.** Administrative Report April through Mid-May

We had a major roof leak outside of the Quiet Reading Room on May 1; neither books nor artwork were damaged. Staff discovered water-soaked ceiling tiles dripping and drenching the floor after an all-night rain. Kilgust Mechanical came to see if the leak was due to HVAC issues; they thought the problem may be due to a clogged roof drain. H.J. Pertzborn

determined the roof drain was not clogged; the drain seal was opened and resealed significantly tighter than it had been before, and we have not had trouble since.

The half-time Children's Librarian position has been difficult to fill. The second candidate who was offered the position decided not to accept. We will post the position again after graduation. We have a School of Library Information Studies intern with us for 150 hours, and we have hired a Limited Term Employee to work in the Children's Room through the summer months.

We received six (6) applications for the open Library Board seat. The Mayor is reviewing applications and hopefully a candidate will be appointed at the June 6 City Council meeting.

Gallery Night was a success with over 90 people attending, several of whom were first-time Monona Library visitors. We are grateful to Meghan Blake-Horst for curating the event.

The Friends of Monona Library met on May 5 to approve officers. The Friends would like to look into having a School of Library and Information Studies intern inventory, catalog and digitize Monona historical files in our storage room.

The Monona Library Foundation met on May 3 to approve officers and to allocate \$935 for the 1000 Books Before Kindergarten program and \$4,000 for Booked for Life materials and a planned giving mailing.

The Friends are sponsoring a Paint & Sip fundraiser on June 16. There was discussion about the possibility of setting up a PayPal account for the Friends to use for fundraiser registration and for membership renewal.

Plumb outlined the vestibule projects at Nichols and Schluter Roads.

#### **B. Discuss Strategic Planning**

Plumb explained the variety of possibilities for strategic planning depending on who we hire; the process could take most of a year or it could be accomplished in a matter of weeks. There was discussion that perhaps a really good community survey could accomplish our goal of determining what Monona residents want and expect from the Library.

A Strategic Planning subcommittee was appointed consisting of Trustees Blomme, Fonner and Stebbins.

### **VIII. Announcements**

### **XI. Adjournment**

Trustee Edwards motioned, seconded by Trustee Fonner, to adjourn the meeting. Presiding Officer Carr adjourned the meeting at 8:04 pm.