



2010 WISCONSIN LIBRARY OF THE YEAR

1000 NICHOLS ROAD ■ MONONA, WI 53716-2531

(608) 222-6127

fax (608) 222-8590

www.mononalibrary.org

ask@mononalibrary.org

Minutes

Monona Public Library Board

Board Room

Tuesday, July 19, 2016, 7 pm

I. Roll Call

Library Board Trustees Present: Sue Carr, President; Andrew Kitslaar, Alderperson; Jennifer Fonner, School Board Representative; Mary Anderson, Brett Blomme and Val Edwards, Community Representatives

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

Absent: Todd Stebbins, Vice President

II. Call to Order

Presiding Officer Carr called the meeting to order at 7:03 pm. The Board made introductions and extended a warm welcome to its newest member, Mary Anderson.

III. Appearances

None.

IV. Approval of Minutes from June 21, 2016

Trustee Edwards motioned, seconded by Trustee Blomme, to approve the minutes. Motion passed unanimously.

V. Consent Agenda

A. Approval of Bill Payments, June 16 – July 15, 2016

Trustee Edwards motioned, seconded by Trustee Fonner, to approve bill payments. Motion passed unanimously.

B. Approval of Financial Report, June 2016

Trustee Edwards motioned, seconded by Trustee Blomme, to approve the financial report. Motion passed unanimously.

VI. Library Director Report & Board Discussion

A. Administrative Report June through Mid-July

Director Plumb reported that the Summer Reading Program has been fun and busy. Although attendance at most summer programs has been strong, Karen has noticed a downward trend in the number of people attending children's programs this year.

We hired two new Library Assistants this month and have re-posted the half-time Youth Services position.

Plumb brought to the Board's attention Library Trustee Training Week, August 22-26, with free webinars that can be listened to live or as a recording.

Plumb reviewed the statistical analysis. Circulation continues to decline while visits are on the rise. Unfortunately, the Library receives County funding based on circulation, not visits.

The Board discussed an age-range weakness in the grade-school through early teens collection. The Board suggested tapping into school librarians to find out the top 100 books checked out / most popular series for this age range.

Plumb pointed out that we've been regularly losing hourly staff. Monona Library pays shelvers \$7.50/hour; Madison library system pays shelvers \$13.50/hour. Monona Library pays Library Assistants \$13.50/hour; other area libraries start Library Assistants at \$16/hour.

B. Discuss Library Parking Lot Renovation

Strand Associates would like to have the Board zero-in on a design direction. After discussion, the Board decided to forfeit 10 parking spaces to accommodate a center walkway for pedestrian safety.

C. Discuss Library Heating, Ventilation & Air Conditioning

The Board reviewed Illingworth-Kilgust Mechanical HVAC Expenses between 2011 through the first six months of 2016. In 5-1/2 years, the Library has spent \$28,000 in additional repairs (an average of \$5,100 / year) over and above its baseline service agreement (this year's contract is \$7,400). Already between January – June of 2016, we've had \$6,200 in repairs, putting us on track for this being our most expensive maintenance year yet. City Administrator April Little suggested the Library get a quote for replacing the entire system and / or replacing the part of the system responsible for heating and cooling the original portion of the building built in 1967. In addition, Plumb would like to see the City roll all facilities into one service contract so that when an issue arises, the contractor is dealing with a City engineer rather than Library staff.

D. Discuss Community Survey

Plumb and the Department heads worked on a draft of the community survey. The Board subcommittee reviewed and modified it. The Board discussed its vision for the results and whether the Board should hire a consultant to look at questions before sending the survey out and / or if a professional should interpret results afterwards. Plumb will get a consultant cost estimate.

E. Discuss Library Board Trustee Selection Process

The Board discussed how new board members have been selected in the past and the value of putting in writing a process for the future. The Board discussed Library Board By-Laws draft wording and discussed what to do about applicants that are not selected.

F. Discuss Friends of Monona Library Fundraisers

The Board discussed progress on FoMLASH (Friends of Monona Library Annual Scavenger Hunt) and Loud in the Library. Board President Carr organized a Library Board FoMLASH team! And Carr secured Chad's Design Build to underwrite \$500 for Loud in the Library!

VII. Announcements

A. Next Monona Library Board Meeting, Tuesday, August 16 at 7 pm

B. Friends of Monona Library Fundraisers

- i. FoMLASH, Friends of Monona Library Annual Scavenger Hunt, September 9-19
- ii. Loud in the Library: Mardi Gras, January 28

XI. Adjournment

Trustee Blomme motioned, seconded by Trustee Edwards, to adjourn the meeting. Presiding Officer Carr adjourned the meeting at 8:41 pm.

Minutes recorded by Sally Buffat
Approved on August 16, 2016