



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, August 16, 2016, 6 pm

I. Roll Call

Library Board Trustees Present: Sue Carr, President; Todd Stebbins, Vice 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

II. Call to Order

Vice-president Stebbins called the meeting to order at 6:01 pm; Board President Carr was running a few minutes late.

III. Appearances

None.

IV. Approval of Minutes from July 19, 2016

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

V. Consent Agenda

A. Approval of Bill Payments, July 15 – August 10, 2016

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

B. Approval of Financial Report, July 2016

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

Present Carr arrived to preside over the meeting at 6:08 p.m.

VI. Board Action Items

A. Approval of Monona Public Library Board of Trustees Amended By-Laws

Alder Kitslaar motioned, seconded by Trustee Edwards, approval of Monona Public Library Board of Trustees Amended By-Laws.

Motion passed unanimously.

VII. Library Director Report & Board Discussion

A. Administrative Report July through Mid-August

Director Plumb reported that the Summer Reading Program (SRP) is complete and that registration was robust, yet participation was even better. This year, a record-setting number of people, especially adults (162!), completed the program. Also this year, the quality of SRP teen volunteers was exemplary. Monona Library could not support such a successful program without their help registering participants, disseminating prizes and helping with programs. The Youth Services Department will hold a teen volunteer appreciation event on August 27 for the 26 workers who volunteered their time this summer.

The search for a part-time Youth Services librarian continues; the job posting will remain open continuously. Two interviews were scheduled for this month; one declined to be interviewed, while the other candidate was not the right fit. Plumb extended LTE Angelika Neitzel's appointment through the end of the year and increased her hours per week from 11 to 16.

Using the capital budget, we installed new LED fixtures with a daylight harvesting feature in the Quiet Reading Room. The fixtures feature an integrated light sensor to assess available light from the floor-to-ceiling windows and gradually adjusts the fixture's light output.

Using the capital furniture budget, we purchased 80 high-density stacking chairs for the Forum Room. The chairs feature three bright colors, a sled base for greater stability, and lumbar support with seat-back ventilation for comfort.

The Library's HVAC controller needs to be replaced due to frequent malfunction, and it is recommended that the controller be moved since it is inaccessible -- located beyond reach of the staircase landing. On a related topic, the City is looking into grant opportunities for a city-wide HVAC service contract.

Plumb reminded the Board of Library Trustee Training Week, August 22-26, with free webinars, live or recorded.

Plumb reviewed 2016 goals. Continuing education is underway with participation in webinars and registration for two UW-Madison courses.

The Library capital budget was sent to the City; Plumb will meet with Mayor Miller in the coming weeks. A draft of the Library's operating budget will be in the September packet; 2.5% pay increase for staff and all other line items at 0% increase.

Plumb spoke with two consultants about the Library community survey. Cheryl Becker would look at what we have drafted already and provide feedback and would analyze the results we receive. Bill Wilson would do all the work, use their templates, deconstruct what we've done and map our users. Plumb set aside \$10,000 for strategic planning.

FoMLASH registration is open and sign up is off to a slow start. Plumb expressed concern over the amount of time Library staff is spending on marketing, registration and technical support. The Board discussed setting parameters for how fundraising volunteers interact / help without drawing too many resources from Library staff.

School Board Representative Fonner meet with Plumb to discuss how Monona Library could work with teachers to create a book list for mid-level readers.

VIII. Announcements

- A. Next Monona Library Board Meeting, Tuesday, September 20 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 Edwards motioned, seconded by Alder Kitslaar, to adjourn the meeting. Presiding Officer Carr adjourned the meeting at 7 o'clock.