

2010 WISCONSIN LIBRARY OF THE YEAR

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Minutes

**Monona Public Library Board
Board Room
Tuesday, October 18, 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; Mary Anderson, Brett Blomme, and Val Edwards, Community Representatives
Library Staff Present: Erick Plumb, Library Director; Sally Buffat, Business Coordinator; Matt Heindel, Technical Services Coordinator

II. Call to Order

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

III. Appearances

None.

IV. Approval of Minutes from September 20, October 2 & October 11, 2016

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

V. Consent Agenda

A. Approval of Bill Payments September 16 – October 15, 2016

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

B. Approval of Financial Report, September 2016

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

VI. Board Action Items

A. Approval of Resolution Approving Amendment to Dane County Standards for Public Libraries

Alder Kitslaar motioned, seconded by Trustee Fonner, to approve the resolution approving the amendment to Dane County Standards for Public Libraries.
Motion passed unanimously.

B. Approval of Naturally Refined Painting, LLC, Interior Door Jambs, Touch Up and Repainting Proposal

Alder Kitslaar motioned, seconded by Trustee Anderson, to approve the Naturally Refined Painting, LLC, Interior Door Jambs, Touch Up and Repainting Proposal.

Discussion: The Board requested the addition of "Date of completion not to exceed December 31, 2016".

Motion passed unanimously.

C. Approval of Supplemental Interview Questions

Appendix A, Supplemental Questions

Discussion: Carr reported that Leah Kimmell, City of Monona Director of Administrative Service, felt the supplemental questions (page 20) were too broad.

Alder Kitslaar motioned, seconded by Trustee Stebbins, to approve the supplemental interview questions as recorded by Carr.

Motion passed unanimously.

D. Approval of Library Director Position Description

Alder Kitslaar motioned, seconded by Trustee Fonner, to approve the Library Director Position Description as recorded by Carr.

Motion passed unanimously.

E. Approval of Library Closing at 6 pm on Wednesday, November 23

Trustee Stebbins motioned, seconded by Alder Kitslaar, to approve the Library closing at 6 pm on Wednesday, November 23.

Discussion: Plumb called attention to page 25 of the packet and noted that the Library will be closed December 23 - 26 to coincide with the City's holiday schedule.

Motion passed unanimously.

VII. Board Discussion

A. Administrative Report September through Mid-October

Appendix B, Administration Report for Library Board Meeting October 18, 2016

Appendix C, Parking Lot Layout, Alternative 1 with 37 Stalls

Appendix D, Parking Lot Layout, Alternative 2 with 39 Stalls

Plumb is working with Sally Buffat and Matt Heindel on a smooth transition and secure day-to-day operations until a new director is hired. Plumb reopened the search for a part time Children's Librarian.

On October 24 at 8 am, President Carr and Vice President Stebbins, and other Board members who are able to attend, will meet with Library staff to discuss the timeline and process for finding a new director, to discuss Library options and management during the interim period, and to answer any questions staff may have.

Plumb and Carr met with Mayor Miller to discuss the Library's 2017 operating budget. The Mayor approved the Library Board's requests. Plumb, Carr and other Board members who are able to attend, Buffat and Heindel will appear before City Council Committee of the Whole on November 2.

Additional meetings will be City Council on November 7 for the first reading of the budget and possibly November 14 for a second reading of the budget.

Plumb expects that the most of the book / materials budget will be encumbered by November 4 and that all program planning will be set by then, as well.

Plumb met with Trustee Fonner to discuss holes in the Library's children's collection. Fonner relayed feedback from colleagues on what units are taught and which authors and chapter books are popular with elementary-aged children.

Plumb reported on the capital budget. Both vestibules will appear on the Library's capital budget. The parking lot redesign was discussed at City Council; there is considerable concern about reducing the number of parking stalls so Strand Associates came up with two (2) alternative designs, Appendix C with 37 stalls & Appendix D with 39 stalls. Alder Kitslaar submitted a \$50,000 budget amendment for the parking lot redesign. City Council voted against the budget amendment and asked the Library Board to bring back a specific design with a solid cost estimate and to resubmit the budget amendment. The parking lot will need to be approved by City Council by December in order to move forward. If / when City Council approves the parking lot design, it then will need to be approved by the Plan Commission.

B. Discuss Friends of Monona Library Fundraisers

Buffat and Carr gave an update on Loud in the Library: *Mardi Gras!* which will be taking place in the Library building on Saturday, January 28 from 7-10 p.m. Tickets will go on sale December 1; Board members will be invited to sell tickets.

VIII. Closed Session

A. Under Wisconsin Statutes Section 19.85(1)(c) Considering Employment, Promotion, Compensation or Performance Evaluation of Any Public Employee Over Which the Government Body has Jurisdiction or Exercises Responsibility (Compensation).

Trustee Anderson motioned, seconded by Trustee Stebbins, to go into closed session. Motion passed by roll call at 8:33 p.m.

IX. Reconvene in Open Session Under Wisconsin Statute Section 19.85

Trustee Anderson motioned, seconded by Trustee Fonner to reconvene in open session. Motion passed by roll call at 9:07 p.m.

X. Additional Board Action Items

- a. Approve Temporary Pay Increase for Business Coordinator
- b. Approve Temporary Pay Increase for Technical Services Coordinator

Trustee Blomme motioned, seconded by Trustee Kitslaar to approve a temporary pay increase of \$500 per pay period during the interim for Business Coordinator and Technical Services Coordinator for taking on additional duties until a new director begins. Motion passed unanimously.

XI. Announcements

- A. Next Monona Library Board Meeting, Tuesday, November 15 at 7 pm
- B. Next Friends of Monona Library Board Meeting, Thursday, November 17, 5:55 pm
- C. Friends of Monona Library Fundraisers
 - i. Loud in the Library: *Mardi Gras!*, Saturday, January 28, 7-10 pm

XII. Adjournment

Trustee Kitslaar motioned, seconded by Trustee Blomme, to adjourn the meeting.
Board President Carr adjourned the meeting at 9:13 p.m.

Minutes recorded by Sally Buffat
Approved November 15, 2016

Attachments:

- Appendix A, Supplemental Questions
- Appendix B, Administration Report for Library Board Meeting October 18, 2016
- Appendix C, Parking Lot Layout, Alternative 1 with 37 Stalls
- Appendix D, Parking Lot Layout, Alternative 2 with 39 Stalls

On a scale of 1 to 10 (10 being highest) how would you rate your experience level in the following:

- Recruiting, hiring, and promotion (*less experience*) 1 2 3 4 5 6 7 8 9 10 (*more experience*)
- Discipline and termination (*less experience*) 1 2 3 4 5 6 7 8 9 10 (*more experience*)
- Supervision and performance evaluations (*less experience*) 1 2 3 4 5 6 7 8 9 10 (*more experience*)
- Employee training and development (*less experience*) 1 2 3 4 5 6 7 8 9 10 (*more experience*)

Which best describes your experience in developing and presenting an annual budget?

- I am very familiar with developing a library budget and have prepared more than 5 annual budgets.
- I am familiar with the budget development process, and have worked in conjunction with others in the preparation of annual budgets.
- I have never prepared an annual budget.

On a scale of 1 to 10 (10 being highest) please rate you level of experience in dealing with the following groups:

- Customers (*less experience*) 1 2 3 4 5 6 7 8 9 10 (*more experience*)
- Oversight boards (*less experience*) 1 2 3 4 5 6 7 8 9 10 (*more experience*)
- Friends groups (*less experience*) 1 2 3 4 5 6 7 8 9 10 (*more experience*)
- Elected officials (*less experience*) 1 2 3 4 5 6 7 8 9 10 (*more experience*)
- City, village, town administrators (*less experience*) 1 2 3 4 5 6 7 8 9 10 (*more experience*)

Do you have experience in managing the repair and maintenance of a library facility? Yes No

MONONA PUBLIC LIBRARY

ADMINISTRATION REPORT FOR LIBRARY BOARD MEETING

October 18, 2016

Erick Plumb, Library Director

Director Transition update

I have begun to work with Sally Buffat and Matt Heindel on what will be necessary to ensure a smooth transition after I leave November 4. We are discussing tasks that they currently do that could be delegated to other staff during the interim period. They are aware of the meetings and tasks that will be necessary to attend and complete through February. My goal is to have all 2017 programming planned by the time I leave, with the expectation that no new programs will be introduced until the next director begins work. Doing so will hopefully make Sally and Matt's time easier managing staff. Besides daily operations, the main tasks that will require their full attention will be completing the operating budget cycle, coordinating staff participation in planning Loud in the Library, and completing the State Annual Report in January and February.

I've cancelled my upcoming continuing education activities through the remainder of the year that were paid for with library funds. Matt, Karen Wendt, Toni Streckert, and Ronda Pettey-Kucher will attend the Wisconsin Library Association conference in Milwaukee at the end of October. Matt will also attend a CE workshop on "leading from the middle" in November.

The Library has also reopened its search for a part time Children's Librarian. We have received a handful of applications. I'm hopeful to interview at least a couple of candidates prior to the end of the month, so that the position will finally be filled.

Operating Budget Update

Sue Carr and I met with Mayor Miller on Monday, October 17 to discuss the Board's 2017 operating budget. The Mayor approved the increases in salary that the Board discussed last month, plus the increase in the city's share of the programming budget from \$2,000 to \$5,000. I will appear a final time before the City Council on November 2 for the Committee of the Whole. I will be working extensively with Matt Heindel and Sally Buffat to familiarize them with the ins-and-outs of the budget in case the Council has questions.

Capital Budget Update

Appendix B

The Council voted to approve the 2017 capital budget on October 17. Andrew Kitslaar made an amendment that would increase the project's costs by \$50,000 to increase the footprint of the parking lot. The lot would be pushed out toward Nichols Road the the sidewalk. After the Committee of the Whole capital budget meeting on September 23, I requested Strand do a mock up to see if such a set-up would be feasible. They concluded it would at an additional cost. The benefit of this plan would be that the enlarged lot would accommodate the central walkway desired by the Library Board, plus an additional row of parking.

The council rejected the amendment. The Council has requested that Strand provide more firm cost figures and a greater detail in their design if the budget number is to be changed. We will now work with Strand on a final design to maximize parking spaces and pedestrian safety. I will attempt to have Zach Simpson from Strand attend the November meeting. I will provide a thorough summary of the Council meeting at our meeting on Tuesday.

Community Survey Update

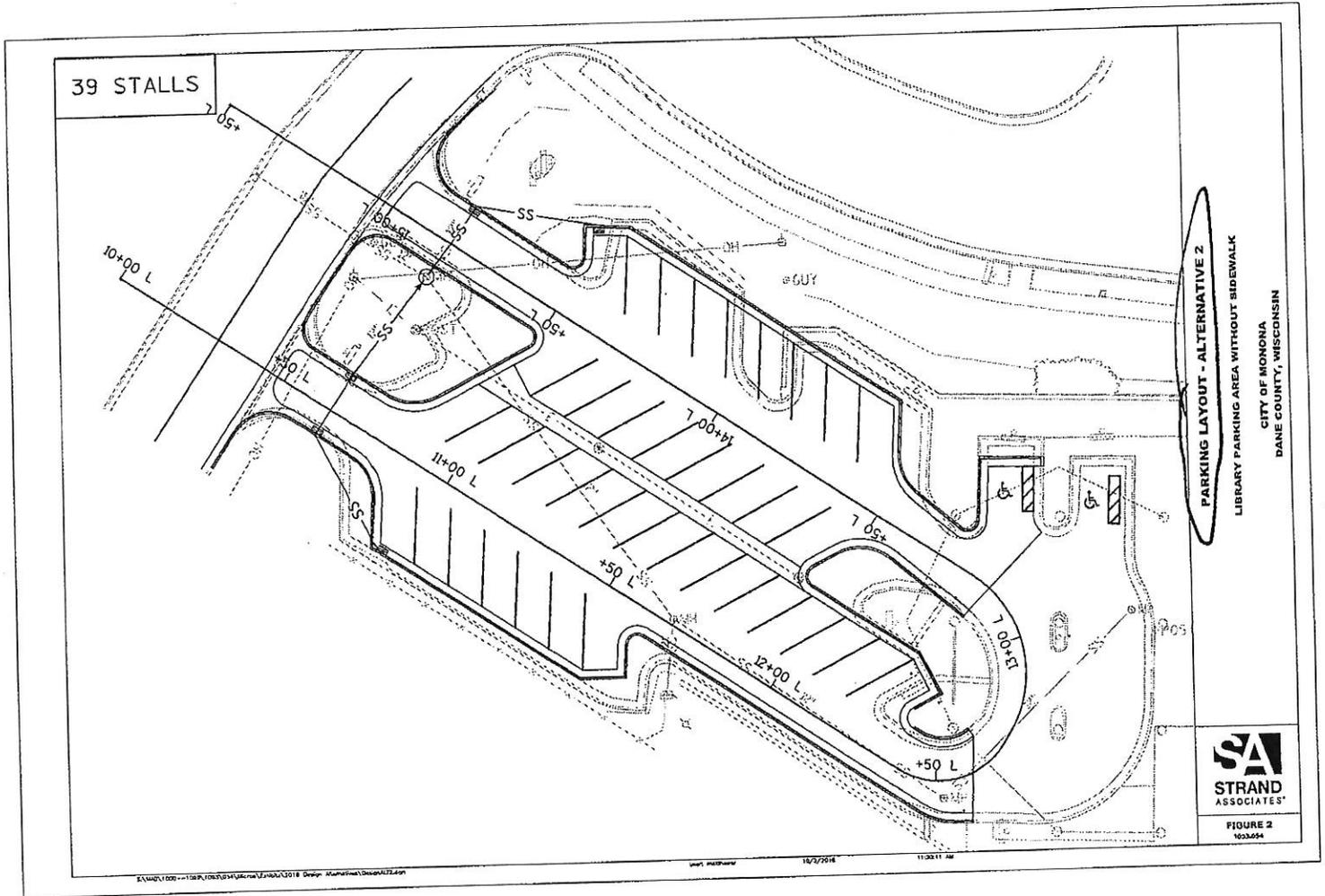
Based on feedback from the Library Board, I've informed Bill Wilson of Himmel & Wilson that the Library will look at performing the Community Survey after the new library director begins his or her duties in the beginning of the next year. He is fine with delaying the project, and has Sally's contact information when the Board is ready to proceed.

Friends of the Library Update

The Friends held their Annual Book and Bake Sale on October 7 & 8. In conjunction with the Monona Fall Festival. They raised a record \$3,000 this year, the first time they have hit that sales figure. Many congratulations are in order to the Friends for their continued success. I would also like to thank the volunteers that assisted, and Sally and Matt, who both did copious amounts of physical labor setting up and taking down the sale, and discarding boxes of unsold items for donations to a food pantry.

Foundation Update

The Library Foundation will be sending out its first annual end-of-year letter to potential donors. Foundation directors and library staff have worked with the Madison Community Foundation's Amy Overbey and Angela Davis on crafting the letter. It will be sent out to several hundred people prior to my departure.



Appendix D