

Minutes
Monona Public Library Board
Board Room
February 19, 2018, 7:00 p.m.

I. Roll Call

Library Board Trustees Present: Sue Carr, President; Todd Stebbins, Vice President; Molly Grupe, Alderperson; Roselyn Ebel, Secretary; Erinn Monroe-Nye, and Mary Anderson, Community Representatives

Library Board Trustees Absent: Jennifer Fonner, School Board Representative

Library Staff Present: Ryan Claringbole, Director; Tiffany Helgerson, Youth Services Coordinator

II. Call to Order

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

III. Appearances

Tiffany Helgerson, the new Youth Services Coordinator, introduced herself and shared her background.

IV. Approval of Minutes

Trustee Monroe-Nye motioned to approve Minutes dated January 15, 2019. Vice President Stebbins seconded. Motion passed.

V. Consent Agenda

- A. Alderperson Grupe motioned to approve Bill Payments dated January 15 – February 18, 2019. Trustee Anderson seconded. Motion passed. The Board requested that the Expenditures report run by Director Claringbole match the same dates of the City of Monona Expenditures/Revenues report.
- B. Trustee Ebel motioned to approve the Financial Report for January 2019. Trustee Anderson seconded. Motion passed.

VI. Library Director's Report

- A. Administrative report January through Mid-February.
The Board noted the large bump in many of the categories on the Library Activity Report. Well done! Some may be the lingering effect of the Pinney temporary closure. Many after school programs have been well-attended, increasing the number and attendance of children's programs.

Director Claringbole shared highlights from the Director's Report.

Trustee Ebel asked about the new PowerLab and when it would be up and running. Director Claringbole shared that more information will be in next month's packet,

including use policies, training opportunities, etc., but he is working with the City's IT on getting the laptop ready for patron use.

President Carr shared that Loud in the Library raised \$12,246.

VII. Board Discussion Topics

- A. Books, movies, and shows recommendations
The Board shared their current recommendations.

- B. Strategic Plan Committee Update
Director Claringbole shared an updated version of the community survey. The community conversations will occur in March. Director Claringbole will ask the person running the community conversations if any additional names are needed, or representation from any certain population segments. The survey will go out around the same time as the community conversations, both tentatively during the first week of March. Once the survey is released, the Board should help get people to take it, either by sharing the link or distributing paper copies.

- C. Use of Fund Balance
Director Claringbole clarified potential uses of the fund balances, including equipment or other physical needs of the library or LTE project-based positions. Director Claringbole shared some potential examples.

- D. Inclement Weather
Director Claringbole shared that the library only closed once during the recent difficult winter weather. The Board reviewed the policy. Director Claringbole will update the policy for the Board to vote on.

- E. Library Card and Borrowing Policy
Director Claringbole reviewed the changes the Library Card and Borrowing Policy. Vice President Stebbins and other members of the Board shared a number of edits, which they will send to Director Claringbole.

- F. Director Evaluation
President Carr shared the staff feedback form for the director's evaluation and the Board evaluation form. Board members should complete their own review thoughts and bring them to the next meeting, at which time the Board will complete a draft of their evaluation. President Carr will also send a copy of Director Claringbole's evaluation from last year along with his self-evaluation to the Board for their consideration as they draft their review notes.

- G. Database Usage
Due to a way data is collected/reported by SCLS, Director Claringbole can no longer provide the same information about database usage in the activity report. Because

the data is no longer available the same way, the Board agreed that Director Claringbole should now provide accurate data a couple times a year to the Board regarding database usage.

VIII. Board Action Items

- A. Vote on Approval of updated Library Card and Borrowing Policy.
Aldersperson Grupe motioned to approve the updated Library Card and Borrowing Policy, with edits. Trustee Monroe-Nye seconded. Motioned passed.

IX. Announcements

Next Library Board meeting is Tuesday, March 19 at 7:00 p.m.

X. Adjournment

Aldersperson Grupe motioned to adjourn the meeting. President Carr seconded. President Carr adjourned the meeting at 9:03 p.m.