

**Minutes**  
**Monona Public Library Board**  
**Zoom Online Meeting**  
**April 21, 2020, 7:00 p.m.**

**I. Roll Call**

Library Board Trustees Present: Sue Carr, President; Todd Stebbins, Vice President; Jennifer Kuhr, Alderperson; Jennifer Fonner, School Board Representative  
Roselyn Ebel, Secretary; Mary Anderson, Community Representative; Erinn Monroe-Nye, Community Representative  
Library Board Trustees Absent: None  
Library Staff Present: Ryan Claringbole, Director

**II. Call to Order**

President Carr called the meeting to order at 7:01 p.m.

**III. Approval of Minutes**

Alderperson Kuhr motioned to approve Minutes dated February 18, 2020. Trustee Anderson seconded. Motion passed.

**IV. Appearances**

None

**V. Consent Agenda**

- A. Trustee Ebel motioned to approve Bill Payments, Financial Report, and Activity Report dated February and March 2020. Trustee Monroe Nye seconded. Motion passed.

**VI. Library Director's Report**

- A. Administrative report mid-February through Mid-April.  
Director Claringbole shared that the library will be credited back for the portion of the contract for the installation/training support for the new self-check machines. However, there will be remote assistance for setup and train the trainer sessions.

The Wisconsin Libraries Transforming Communities project is going forward with digital meetings over Zoom.

Mary Anderson inquired about what new online services added have shown the most response; Director Claringbole does not have any data available yet since it's all so new. Anecdotal response have been positive. Also, even with extra money from foundations made available to add additional books, the Libby/Overdrive apps are seeing consistent use but the books are in high demand.

Director Claringbole expects to be on leave starting around June 3. However, it may start early. Director Claringbole does have a plan in place for coverage while he's out on leave; however, with the current situation things are fluid and he's working through situations as best as he can.

Director Claringbole expects the library may open up in some capacity while he's out on leave; he has started working through plans including having PPE on hand, installing plexiglass at circulations desks. He trusts staff to handle operations and make appropriate decisions.

## **VII. Board Discussion Topics**

### **A. Reopening per Evers statement**

Director Claringbole does have a plan in place for curbside pickup to begin. After this begins, and safety is ensured, they will start accepting returns. When items are returned, they will be set aside for 72 hours before they are checked in. The next steps after that down the road would be to determine how to open to a limited capacity, with limitations in total head count in building, a cleaning plan, adherence to social distancing for patrons and staff, etc.

In the next month, the services available will be curbside pickup, then returns, in addition to the online services. Curbside pickup will be started to be advertised on Thursday, with pickups available starting next week. Items are limited to what's in building and 20 items per patron. Patrons can fill out a form or call the library; the process will be much like what many restaurants are doing, with no hand-to-hand contact or handoff of materials. Pickups will be scheduled by day. There will be a reader's advisory component to the form as well. There will be no showings of IDs or scanning of library cards; checkout is automatic. Due dates are being extended throughout the system. Staff feel confident in the plan for curbside delivery, but also understand the need for flexibility as implementation begins and that safety of staff and patrons is the highest priority. Max staff is 2-4 in the building at once with social distancing adhered to.

### **B. Paying Employees/City Commitment**

The City has committed to paying all city staff through 5/24 for all scheduled hours. Some staff who can't work a lot from home due to the nature of their work are being provided with professional development opportunities or are working through reviewing policies and work of that nature. Director Claringbole appreciates the steps the City has taken to support employees financially at this time. Some staff did help on election day.

### **C. How are employees working from home?**

Some staff have been providing online programs such as crafts for teens, story times, ancestry workshops, etc. Amelia set up the process to get an online card. They are going

to host an intro to Zoom session. They are looking at other programming they can do online. They continue to brainstorm and look for ways to support the community, especially hoping to find ways to support those who don't have access to the Internet. They are working through changes in the summer reading program; programs will be done virtually, especially at the beginning. The first issue of the "Quarenzine" will launch shortly.

D. Major Gift press release and rollout (from February)

In the future, the library is looking at doing a program around planned giving or find another way to make it clear and raise awareness about planned giving to the library.

E. Major gift policy review (included)

Vice President Stebbins noted that the current policy does not include language around what to do if a gift is made directly to the Library and it is not clear where the gift should be designated to. The board recommends we add a line to clarify the decision making process around it. Further, line F could be simplified to note that the library has right to refuse any donations.

F. Epidemic and Health Emergency Policy- Review Stoughton's Policy

The board reviewed the policy and offered general comments. The board will review other similar closing policies and come to the next meeting ready to discuss.

Aldersonperson Kuhr inquired if there is an continued operations plan in place in general.

The library does not have such a plan and will look at creating such a plan for closures in general and adding a public (health) emergency plan.

G. Brainstorm on things we can work on while on shutdown

The board is generally a bit hesitant to add anything additional to Director Claringbole's plate as he is handling a lot currently. The board offered to help support the library's work however they can right now.

**VIII. Closed Session**

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 of Public Employee). Vice-President Stebbins motioned to move into Closed Session. Trustee Anderson seconded. Motioned passed by roll call at 8:55 p.m.

Vice President Stebbins motioned to reconvene in Open Session under Wisconsin Statute Section 19.85. Trustee Monroe-Nye seconded. Motion passed and open session reconvened at 9:03 p.m.

**IX. Board Vote**

A. Additional Compensation

Director Carr motioned to approved additional compensation of \$200 to Sally Buffat for her role in supporting the library staff and overseeing operations while Director Claringbole is on leave. Trustee Monroe-Nye seconded. Motion passed.

**B. Announcements**

A. Next Library Board meeting is Tuesday, May 19 at 7:00 p.m. on Zoom.

**C. Adjournment**

President Carr motioned to adjourn the meeting. Vice President Stebbins seconded.  
President Carr adjourned the meeting at 9:23 p.m.

Minutes recorded by Roselyn Ebel  
Approved May 19, 2020