

Minutes
Monona Public Library Board
Zoom Online Meeting
May 19, 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; Sally Buffat, Business and Facilities Coordinator

II. Call to Order

President Carr called the meeting to order at 7:04 p.m.

III. Approval of Minutes

Alderperson Kuhr motioned to approve Minutes dated April 21, 2020. Vice President Stebbins seconded. Motion passed.

IV. Appearances

None

V. Consent Agenda

- A. President Carr motioned to approve Bill Payments, Financial Report for the month of April and Activity Report dated May 18, 2020. Trustee Fonner seconded. Motion passed.

The board discussed how revenues and budgets might change for the rest of the year and for next year based on the COVID outbreak. Director Claringbole has been given some initial instruction but is still awaiting final direction from the City on how this might change.

VI. Library Director's Report

- A. Administrative report through Mid-May
Regarding library re-opening Vice President Stebbins asked about reopening precautions. Staff will be required to wear masks and have their temperatures monitored. Offices will be rearranged to offer better spacing and those that can work remotely will do so as long as possible. Director Claringbole has received notice that he can require patrons to wear masks to enter the building. Director Claringbole is working through if and how to implement this, and all the complications it might entail, such as keeping restrooms clean, whether or not restrooms must be open, access to the building, keeping the library as accessible as possible while keeping it as safe as possible. Director Claringbole anticipates that the library may be one of

the later places to open up, since by its very nature, it entails having many people in and out of the building. Director Claringbole is looking to draft a policy to be able to enforce any sort of COVID safety policies.

Director Claringbole also discussed the specific Dane County re-opening regulations pertain to libraries. There is no specific timeline; rather, it's a phased reopening based on metrics. Therefore, based on the county's regulation, at this point, there is no re-opening date for the library at this point. As far as the City of Monona goes, each department will make its own reopening based on what makes sense for their department.

Director Claringbole has started to analyze how they can move public computers so they are better spaced to promote social distancing and then also possibly removing furniture. The staff is also considering if they will continue to do curbside pickup or have in-building holds pickup that is all done by patrons with minimal staff interaction. PPE is all currently on backorder until August. Some libraries are considering 'closed stacks' during re-opening.

The Board discussed at length whether or not to require masks, including legal requirements, logistics, enforcement of policy, pros and cons to requirement, etc..

Director Claringbole shared updates regarding the book return process. It is the most requested service by the community. There will be a traffic flow process, a 3-day quarantine process for the books, etc. Book delivery services are starting to very, very, slowly start services again, and are implementing procedures the safely move items from warehouses and among libraries.

Director Claringbole shared more information about the self-check machines and how they look and work. They are able to show slides about library services, etc.

VII. Board Discussion Topics

A. Paying Employees/City Commitment

The City has approved paying staff through June 2. Director Claringbole asks the board to consider continuing to pay staff as budgeted through at least the end of June in the case that the City does not decide to extend the pay further, as the money has already been budgeted. Staff are currently being paid based on their regularly scheduled hours.

B. Epidemic and Health Emergency Policy

The board would like to work toward adopting a policy in the near future, especially to be prepared if the pandemic forces a new shutdown to begin in the future.

C. Brainstorm of Items to Work on While Shutdown

President Carr would like to start brainstorming the lower level project. Alderperson Kuhr and Trustee Ebel would like to participate. Other committee participants will/might

include a teen volunteer, community members, stakeholders who often use the space, others who don't use the space often, etc. President Carr asks everyone to think of those who might be good contributors, and email her with those names. She is putting the committee together to begin moving this project forward.

- D. Book, movie, and show recommendations
The board shared their recommendations.

VIII. Vote on Paying Employees Past June 2

Trustee Ebel motioned to approve authorizing continued payment for employees from June 2 – July 2 in the case that the City does not approve an extension to pay continuance for staff after June 2 if the library building is not yet at full service capacity. Alderperson Kuhr seconded. The motion passed.

IX. 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 Monroe-Nye seconded. Motioned passed by roll call at 8:24 p.m.

Alderperson Kuhr motioned to reconvene in Open Session under Wisconsin Statute Section 19.85. Vice President Stebbins seconded. Motion passed and open session reconvened at 10:14 p.m.

X. Announcements

- A. Next Library Board meeting is Tuesday, June 16 at 7:00 p.m. on Zoom or in person (TBD).

XI. Adjournment

President Carr motioned to adjourn the meeting. Trustee Fonner seconded. President Carr adjourned the meeting at 10:15 p.m.