

Minutes
Monona Public Library Board
Zoom Online Meeting
June 16, 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; Erinn Monroe-Nye, Community Representative
Library Board Trustees Absent: Mary Anderson, Community Representative
Library Staff Present: Sally Buffat, Business and Facilities Coordinator

II. Call to Order

President Carr called the meeting to order at 7:03 p.m.

III. Approval of Minutes

Alderperson Kuhr motioned to approve Minutes dated May 19, 2020. President Carr seconded. Motion passed.

IV. Appearances

None

V. Consent Agenda

- A. Vice President Stebbins motioned to approve Bill Payments and Financial Report for the month of May. Alderperson Kuhr seconded. Motion passed.

VI. Administrative Report

- A. Administrative report through Mid-June
Curbside pickup and opening the library
Most libraries are not opening their stacks to patrons, as Monona is. The book drop on the front of the building will be open during library hours, but not the drop at the circulation desk or the machine. President Carr requests that the messaging for the stacks being closed be made very clear so that patrons know that coming in. The Express collection will be available behind the circulation desk that people can get from (can ask staff to get it). The services available are computer use, pick up holds, and have staff help place holds. Sally showed the board the setup the main area will have once the library is open. There will be markings to show social distancing. Patrons will have computer use first come first serve, and they will be wiped down after each use. Masks will be highly recommended but not required. Staff are required. Vice President Stebbins suggests that the wording on masks for patrons be adjusted to say that we request masks to be worn by everyone (instead of "recommend" for the protection of all patrons, staff, and the community. President Carr suggested the library have masks available for purchases (such as \$1). Curbside pickup will continue by appointment for those who do not feel comfortable entering

the building. The Board feels curbside should continue because many people still may not want to come in the building. The schedule has been finalized M/W/F 2pm - 6pm; T/R/Sat 10am – 2pm; a greeter downstairs will be telling people about what to expect and counting how many people have entered. Staff will all be paid for through their regular schedule through July 2; after that, they must come in to work (or work from home if feasible). The board feels strongly all these hours, services, parameters must be communicated very clearly to the public to set expectations properly and reduce patron frustration.

Capital Budget

The retaining wall needs repairs as it is eroding. We will want to make sure kids aren't climbing on it. The Board would like to know what had been on the 5 year plan that the retaining wall expense is replacing.

Black Lives Matter

Aldersperson Kuhr commends the library for taking on this issue. Two staff (Tiffany and Jenna) are taking on leading some community conversation programming. They may want to connect with the City. Trustee Ebel hopes this can be a sustained effort moving forward.

Summer Reading Program

The program has been launched and sign ups are now available. It is new software and a new format this year.

VII. Board Discussion Topics

A. Paying Employees Status

The expectation on July 2 is that employees report to work in the building unless they can work remote and still execute their job. For example, Shelves and LA's cannot work from home any more.

B. Epidemic and Health Emergency Policy – Review Current Policy

This topic will wait for Director Claringbole's return from leave.

C. Workgroup for Lower Level

The group will convene Tuesday, June 23 via Zoom. More participants are welcome to the group, so send Sue any other thoughts.

D. Capital Budget.

No further discussion other than above.

E. Book, movie, and show recommendations

The board shared their recommendations.

VIII. Announcements

- A. Next Library Board meeting is Tuesday, July 21 at 7:00 p.m. on Zoom or in person (TBD).

IX. Adjournment

Vice President Stebbins motioned to adjourn the meeting. President Carr seconded. President Carr adjourned the meeting at 9:15 p.m.

Minutes recorded by Roselyn Ebel
Approved July 21, 2020