

Minutes
Monona Public Library Board
Zoom Online Meeting
July 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
Library Board Trustees Absent: Erinn Monroe-Nye, Community Representative
Library Staff Present: Director Claringbole, Director; Tiffany Helgerson, Youth Service Librarian

II. Call to Order

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

III. Approval of Minutes

Trustee Anderson motioned to approve Minutes dated June 30, 2020 and June 16, 2020. Trustee Fonner seconded. Motion passed.

IV. Appearances

A. Tiffany Helgerson

Tiffany has created a proposal (included in packet) to start doing the work of addressing issues of equality and justice in the library and our community with a staff and community read. She is proposing the staff, board, and possibly volunteers read the book "Me and White Supremacy" by Layla F. Saad. This will be a mandatory program for all staff to complete during paid time, and will be completed systematically over weeks/months. This proposal would be specifically executed within the library community (staff/board), the first stage of such work. From there, the conversation could be expanded out to other communities. The start date would be as soon as possible based on when books can be acquired. The goal is also not only to bring up important conversations but to also bring about real, tangible change.

V. Consent Agenda

- A. Review of and Approval of Bill Payments, Financial Report and Activity Report
Trustee Fonner motioned to approve Bill Payments, Financial Report, and Activity Report for June 2020. Alderperson Kuhr seconded. Motion passed.

VI. Library Directors Report

A. Black Lives Matter/Community Read/Staff Read

Alderperson Kuhr inquired about how much staff time would be devoted to the program; Director Claringbole says an early estimate may be 3-4 hours per week for reading and discussions; however, everyone may work at a different pace.

B. SRP Update

Numbers are very down for all libraries this year for the summer reading program. There are some theories for why this is and staff is looking at ways to increase participation, but it may be just due to current circumstances. They are also considering a fall reading program and plans to survey the community along with asking about other programming. Trustee Fonner expressed that she's concerned with how kids are going to get books in their homes when the school year starts, and suggested the youth department see about possibly collaborating with the schools.

C. Curbside/Opening/Update

Director Claringbole plans to re-evaluate by July 28 possibly opening up the building. However, with infection levels still high it's not looking promising. The process for curbside pickup has been smoothed out with pickup at the upper level doors. Director Claringbole has sometimes provided personal greeting at the returns drop off. Most patrons are satisfied with pickup services. However, there have been instances where patrons have been unsatisfied with how long it takes to receive materials from interlibrary loans. Director Claringbole has been considering what the next stages of re-opening may be, whether to open in small increments or opening up the building for browsing. Many staff hours have been reduced due to personal reasons, child care, etc. The Board would like to have a comparison with how much is actually being spent on staff salaries vs. what was budgeted, given that many staff are not working full hours, knowing that next year may see budget constraints.

The Board asked Director Claringbole to share more information online about the Styrofoam recycling no longer being at the library. He will also ask the sustainability committee to promote it.

VII. Board Discussion Topics

A. Capital Budget – Wall and Leak

Director Claringbole shared an overview of the two projects proposed for the capital budget: Repairing the outside retaining wall on the side of the building and also fixing a foundation leak that is causing water to come into a restroom in the lower level. Quotes are being gathered for both projects. The project with rebuilding the wall could be lowered with different materials. For the foundation leak, there are several options to fix/repair, ranging from looking at the drainage to sealing the crack. Alderperson Kuhr suggests working with the City (Dan and Brad) to put together for a bid package for the wall repair to bring down costs; for the water issue, she suggests starting with the easiest option of checking the grading. The Board would like to see the five year plan for the Capital budget next meeting. Director Claringbole will also present the board with more conclusive information to inform a vote.

- B. Sustainability Partnership
Aldersperson Molly Grupe from the sustainability committee has asked the library to distribute cards that explain and inform residents about the programs available in Monona for sustainability.
- C. Lower Level Update/Review of Strategic Plan
President Carr reported on the lower level committee that is working on brainstorming the lower level and ideas that are being considered.
- D. Social Media/Marketing Update
Director Claringbole shared that a committee has been discussing a plan for Facebook/Instagram and improving engagement and the quality of posts on those platforms.
- E. Trustee Training Week
The link is included in the packet. It will be held at the end of August.
- F. Books, Movies, and Shows Recommendations
The board shared their recommendations.

VIII. Board Votes

- A. Board Officers Elections
Aldersperson Kuhr moves for officers to remain as currently is: Sue Carr, President; Todd Stebbins, Vice President, and Rose Ebel, Secretary. Mary Anderson seconded. Motion passed.
- B. Capital Budget
Vote postponed to next month.

IX. Announcements

- A. Next Board Meeting is August 19.

X. Adjournment

President Carr motioned to adjourn the meeting. Trustee Ebel seconded. President Carr adjourned the meeting at 8:40 p.m.

Minutes recorded by Roselyn Ebel
Approved August 18, 2020