

**Minutes**  
**Monona Public Library Board**  
**In Library Upper Level**  
**August 17 2021, 7:00 p.m.**

**I. Roll Call**

Library Board Trustees Present: Sue Carr, President; Roselyn Ebel, Secretary; Jennifer Kuhr, Alder; Erinn Monroe-Nye, Community Representative; Mary Anderson, Community Representative; Todd Stebbins, Vice President  
Library Board Trustees Absent: Jennifer Fonner, School Board Representative  
Library Staff Present: Director Claringbole

**II. Call to Order**

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

**III. Approval of Minutes**

Trustee Monroe-Nye motioned to approve Minutes for July 2021. Trustee Anderson seconded. Motion passed.

**IV. Consent Agenda**

A. Review of and Approval of Bill Payments, Financial Report and Activity Report  
Trustee Ebel motioned to approve Bill Payments, Financial Report, and Activity Report for July 2021. Alder Kuhr seconded. Motion passed.

**V. Library Directors Report**

A. Tool Library

Director Claringbole shared the update that all tools are going to the Restore; the library is going to work with the Restore to establish checkout program. The Board suggested a community feedback/brainstorm to explore other options as well, such as kitchen tools, board games, etc.

B. Homeless

A patron was banned for two weeks following an incident wherein a verbal interaction occurred that made another patron feel unsafe in the library; the incident involved a child.

Claringbole met with City staff regarding the growing homeless community within Monona and how the City can best help serve the homeless community in a compassionate way but also in a way that follows policy. There will be further training coming to help staff learn how to interact with and support the homeless community.

C. Community Read

This is a year-long project; staff is working hard to plan discussions and events. They are

determining how many books to order. The Board generally recommends setting up a registration process to be guaranteed a book.

**D. Capital Budget Update**

Claringbole shared that he met with City leadership regarding the Capital budget projects.

**E. Mask Update**

The mask requirement will be reinstated later this week per the new Dane County health mandate, for all ages 2+. Signage is being created and posted.

**VI. Board Discussion Topics**

**A. Signage Mock up**

Director Claringbole shared a mockup of the signage for the upper level. It looks great and signage will be ordered soon.

**B. Operating Budget**

Claringbole reviewed the proposed operating budget as included in the agenda packet. Line items that have increases include utilities, auto circulation system rental, equipment and building maintenance and repair; book lease program, and personnel. The periodical line item has a decrease. The Board offered feedback for Claringbole to consider. Claringbole will revise and present again at the next meeting.

**C. Values**

The Board offered a few final revisions and suggested the values be posted within the library and highlighted on social media, possibly aligned with the community read kickoff.

**D. Work from Home Policy**

Director Claringbole reviewed his proposed work from home policy. An employee may work up to 8 hours a week from home. Salaried employees only would be eligible; hourly employees of the library would not qualify as their duties could not be performed from home. The Board offered a few revisions for Director Claringbole to consider. The Board does not need to vote on this internal policy.

**E. Recruitment for Open Position**

Encourage candidates to apply!

**VII. Book, Television & Movie Recommendations**

The Board shared their book, television, and movie recommendations.

**VIII. Board Votes**

**A. Possible vote to approve Operating Budget**

Tabled until next meeting.

**IX. Announcements**

- A. Next Board Meeting is September 21 at 7:00 p.m. in the library.
- B. Loud in the Library is January 29, 2022.
- C. The Board recognizes outgoing member and President Carr's commitment and dedication to many years of service to the library. She will be missed and are very appreciated.

**X. Adjournment**

Trustee Ebel motioned to adjourn the meeting. Alder Kuhr seconded. President Carr adjourned the meeting at 8:45 p.m.

Minutes recorded by Roselyn Ebel  
Approved September 21, 2021