

**Minutes**  
**Monona Public Library Board**  
**Board Room**  
**August 20, 2019, 7:00 p.m.**

**I. Roll Call**

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

**II. Call to Order**

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

**III. Appearances**

- A. Jenna Assmus, new Adult Services Coordinator, introduced herself and discussed her expertise and former roles, along with some of her preliminary work at MPL so far.
- B. Melissa McLimans, WiLS Consultant, shared details about the process behind the creation of the strategic plan as well as general outcomes and strengths of MPL. She also shared next steps regarding implementation and prioritization. Melissa will return for a meeting with library staff to plan what staff works on when. She recommends an annual process and other regular check ins to make progress against the goals and objectives laid out in the plan. The Board asked several questions about the plan.

**IV. Old Business**

- A. Vote on ratification of Board Meeting on July 16, 2019  
Trustee Ebel motioned to approve the ratification of the Board Meeting held on July 16. Alderperson Kuhr seconded. Motion passed.
- B. Approval of June Minutes  
Trustee Anderson motioned to approve the minutes dated June 18, 2019. Alderperson Kuhr seconded. The motion passed.
- C. Approval of June Bill Payments and Financial Reports  
Alderperson Kuhr motioned to approve the June Bill Payments and Financial Reports. Trustee Anderson seconded. The motion passed.
- D. Vote of 2020 Capital Budget  
Alderperson Kuhr motioned to approve the proposed 2020 capital budget as outlined in the July minutes. Trustee Anderson seconded. The motion passed.
- E. Vote on Board Officers  
Alderperson Kuhr motioned to approve the Board Officers as outlined in the July minutes. Trustee Anderson seconded. The motion passed.

## **V. Approval of Minutes**

Trustee Anderson motioned to approve Minutes dated July 16, 2019. Alderperson Kuhr seconded. Motion passed.

## **VI. Consent Agenda**

- A. Alderperson Kuhr motioned to approve Bill Payments dated July 2019. Trustee Ebel seconded. The motion passed.
- B. President Carr motioned to approve the Financial Report for July 2019. Alderperson Kuhr seconded. The motion passed.

## **VII. Library Director's Report**

- A. Administrative report July through Mid-August.

Director Claringbole shared that SCLS can do an assessment in 2020 of the library's wireless access points. SCLS is recommending that the library increase the wireless access points from 3 to 6. MPL would have to cover the cost for any additional access points, but SCLS will cover the cost of replacing the existing access points.

Director Claringbole shared information regarding challenges with the building cleaners, including his plan to try to improve the situation.

Staff evaluations should be completed by the end of August. Other priorities have taken precedence over completing the evaluations, especially staff hiring.

Director Claringbole has shared that a new website will go through two migrations because the City's website will be updated first, and then the library's new website will go live.

The board discussed the building issue that led to an exterminator having to have been called in. The issue is now remedied.

The board is interested in the field trip to the Waunakee Public Library. The Board will meet at the Waunakee Library at 6:30.

Director Claringbole shared that the City will be proposing new computers for the library as part of the capital budget plan as they are for other city departments, along with a new copy/scanner/printer.

## **VIII. Board Discussion Topics**

- A. Books, movies, and show recommendations  
The board skipped this topic this month.
- B. Strategic Plan Committee Update  
The board was updated earlier in the meeting during Melissa McLimans' appearance.
- C. 2020 Operating Budget

Director Claringbole shared details and justifications behind the proposed 2020 operating budget.

D. Pictures for the Bulletin Board

The board skipped this topic because of members absent from this month's meeting.

**IX. Board Action Items**

A. Vote on Adoption of Strategic Plan

Alderperson Kuhr motioned that the Board adopt the Strategic plan (with edits to remove duplicate content and reorder paragraphs). Trustee Anderson seconded. The motion passed.

**X. Announcements**

- A. The next library Board meeting is at the Waunakee Public Library on Tuesday, September 17, at 7:00 p.m.

**XI. Adjournment**

Trustee Ebel motioned to adjourn the meeting. Trustee Anderson seconded. President Carr adjourned the meeting at 8:36 p.m.