

Minutes
Monona Public Library Board
Library Board Room
September 20, 2022, 7:00 p.m.

I. Roll Call

Library Board Trustees Present: Mary Anderson, President; Roselyn Ebel, Vice President; Joseph Swinea, Secretary; Jennifer Fonner, School Board Representative; Erinn Monoe-Nye, Community Representative; Margaret Clark, Community Representative

Library Board Trustees Absent: Kathy Thomas, Alder

Library Staff Present: Ryan Claringbole, Director

II. Call to Order

President Anderson called the meeting to order at 7:00.

III. Approval of Minutes

A. Trustee Monoe-Nye motioned, seconded by Trustee Fonner, to approve the Library Board Meeting Minutes of August 16, 2022. Motion passed.

IV. Consent Agenda

A. Review and Approval of August 2022 Bill Payments, Financial Report and Activity Report

Trustee Clarke motioned, seconded by Vice President Ebel, to approve the Consent Agenda. Motion Passed.

V. Library Director's Report

A. Circulation Supervisor

The position of circulation supervisor was posted and will remain open until filled. Duties have been distributed to all staff. Director Claringbole said that the position will be posted despite the city's hiring freeze.

B. Capital Budget

C. HVAC Report

There are "like-new" rooftop units.

D. Operating Budget

E. Staff In-service

This will involve active shooter training, employee assistance programs, and a survey of the staff as the start of the next strategic plan.

F. Dumpster Covering

G. Youth Services Report

President Anderson asked about the completion rate this year with the Beanstack tracking as opposed to the years before. Director Claringbole did not have that data readily on hand.

H. Adult Services Report

VI. Discussion Topics

A. Operating Budget

Director Claringbole stated that the money allotted to the cleaning schedule is much lower than he would prefer. The library budget for cleaning is currently as low as it is able to go. Claringbole received confirmation from the city that the budget increase will be 0%. City Staff will receive a 2% increase in salary and wages. The city of Monona is discussing a referendum for city operating costs that could affect the library's budget in the future.

President Anderson asked if it would be better to stockpile janitorial supplies, but Claringbole did not think it advisable.

Vice President Ebel asked about the fund balance; Claringbole said our budget is \$21,000 over.

VII. Action Items

A. Trustee Clark motioned, seconded by Trustee Fonner, to approve the 2023 operating budget. The motion passed.

VIII. Announcements

A. The Library will be closed next Thursday to have the ductwork cleaned; staff will also have in-service training.

IX. Adjournment

A. Vice President Ebel moved to adjourn, seconded by Trustee Clark. President Anderson adjourned the meeting at 8:05 p.m.