

**Minutes**  
**Monona Public Library Board**  
**Board Room**  
**October 15, 2019, 7:00 p.m.**

**I. Roll Call**

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

**II. Call to Order**

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

**III. Appearances**

Two Library Information students observed the meeting for classes.  
Amelia Speight came to introduce herself to the board as well as share some of the upcoming work she is excited about at the library.

**IV. Approval of Minutes**

Alderperson Kuhr motioned to approve Minutes dated September 17, 2019. Trustee Anderson seconded. Motion passed.

**V. Consent Agenda**

- A. Trustee Fonner motioned to approve Bill Payments for September 2019.  
Alderperson Kuhr seconded. Motion passed.

**VI. Library Director's Report**

- A. Administrative report September through Mid-October.  
Trustee Anderson inquired about the types of support and engagement the Board can offer. Director Claringbole shared that coming to events and programming is important, as well as if Board members can be available to come to outreach and engagement events such as being at tables at community events such as the fall festival, coffee with the Director, etc. Another aspect can be members of the various boards helping talk more to those they know to advocate for the library. If one of the main goals is outreach, members of the various boards play an important role in that advocacy. The Board asked that if there is specific information that they would like us to pass on or talk about with community members (such as specific events/programming or services), that we receive talking points for those. The Board shared some ideas for how to rework the presence at community events, such as book giveaways, presence at parks/splashpads, library card signups, etc. Trustee Fonner shared that parents are always looking to find what books are out there for

kids. The Board is happy to help support outreach efforts in a number of ways, from brainstorming and planning to execution and attending events.

Director Claringbole shared some of the outcomes of the strategic plan implementation with staff and Melissa from WiLS. Timelines for the major activities for the next five years were looked at. The Board, as well as the Friends could also be involved in the planning for the downstairs. Also, the Board is welcome to share any ideas or thoughts about what kind of programming would be of interest to the community.

The Board discussed the carpeting project. The reno dates have been shared well with the community and Director Claringbole continues to work through logistics with staff and other groups and is still working through how much of the collection will be available.

Director Claringbole shared some takeaways from the Wisconsin Library Association conference. He attended sessions on inclusivity; healthy staff environments and setting expectations; continuous improvement/process improvement; diffusing tense moments; handling change; teen programming; and marketing/advocacy.

The PowerLab is still in process of getting staff trained so that it can be available to the public.

One Community, Many Voices, has approximately 55-60 stories recorded. Funding for Kate's position is 80% or more used.

## **VII. Board Discussion Topics**

A. The Board shared their book, TV, and movie recommendations.

B. Carpet Project Update

a. Dates to Close the Library

Director Claringbole proposes to close the following closures for the carpet project:

Saturday, November 30 and Sunday, December 1 for staff to move items to the lower level and setting up the downstairs space.

Saturday, December 14 and Sunday December 15 to move back upstairs and re-set up the upstairs.

Director Claringbole would ask staff to come in to help move items and set up upstairs.

C. 2020 Capital Budget Update

The capital budget has been approved and the self-checkout machine replacements will be funded. The machines will be replaced in early 2020.

D. 2020 Operating Budget Update

The library's operating budget has moved on and became the mayor's budget. The following changes were made: \$1000 was added to revenues for meeting spaces. \$6000 was removed because of the removal of a Library Assistant position during all the staffing changes this year. The two wage increases that were approved by the Board passed through. City Council now will start their process.

**VIII. Board Action Items**

- A. Vote on Approval of Library Closing Dates: 11/30, 12/1, 12/14, 12/15  
President Carr moved to approve the proposed closure dates for the carpet project.  
Aldersperson Kuhr seconded. Motion passed.

**IX. Announcements**

Next Library Board meeting is Tuesday, November 19 at 7:00 p.m.  
Loud in the Library is January 25, 2020 at 7:00 p.m.

**X. Adjournment**

Trustee Anderson motioned to adjourn the meeting. Trustee Fonner seconded.  
President Carr adjourned the meeting at 8:55 p.m.

Minutes recorded by Roselyn Ebel  
Approved October 15, 2019