

Minutes
Monona Public Library Board
Library Board Room
October 18, 2022, 7:00 p.m.

I. Roll Call

Library Board Trustees Present: Mary Anderson, President; Kathy Thomas, Alder; Joseph Swinea, Secretary; Jennifer Fonner, School District Representative; Margaret Clark, Community Representative; Roselyn Ebel, Community Representative;
Library Board Trustees Absent: Erinn Monroe-Nye, Community Representative
Library Staff Present: Ryan Claringbole, Director

II. Call to Order

President Anderson called the meeting to order at 7:05.

III. Approval of Minutes

Trustee Clark motioned to approve the Minutes of the September 20, 2022, meeting. Trustee Fonner seconded. Motion passed.

IV. Consent Agenda

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

President Anderson inquired about inflation and the price of books. Director Claringbole does not expect the price of books to rise dramatically, but the cost of Playaways could rise significantly. Approved unanimously.

V. Library Directors Report

A. Staffing

Director Claringbole was pleased to announce that a new circulation supervisor has been hired. Alice Johnson will start the week of November 7. The former circulation supervisor will be temporarily hired to help train the new supervisor.

B. In-Service

A representative from WiLS came to the staff in-service on September 29 to discuss beginning a new strategic plan. Also on September 29 while the building was closed, the upper level HVAC ductwork was professionally cleaned.

C. Lockers

Outdoor lockers have been installed and connected. The purpose of lockers is to allow patrons to call ahead to arrange pick up of materials after hours. A Library Lockers policy will be developed. It was suggested that the Library inform patrons that use of the lockers will be an evolving process and that the rules may change.

D. Budget

Claringbole brought to the Board's attention that MGE utility bills have risen dramatically. Claringbole inquired with the City the possibility of increasing salary for staff to compete with comparably sized local libraries.

VI. Discussion Topics

A. Hours of Operation

Director Claringbole has noticed a decrease in library use during the evenings. Libraries across Dane County have also noticed fewer evening patrons. Hours of library operation are determined locally. The question was asked whether evening programs would draw more visitors. Claringbole indicated that most evening patrons have been adults. Alder Thomas asked about cutting staff hours. Claringbole stated that he would prefer to shift staff hours rather than to cut staff hours. The loss of an hour to the public would result in increased staff in the morning or time set aside for staff professional development. Trustee Fonner suggested maintaining at least one night per week with later hours to accommodate patrons with busy schedules. Trustee Ebel suggested keeping the hours as uniform as possible to be easier for patrons to remember. Ebel asked about specific data to measure patron library use times. President Anderson suggested spending the next six months to collect data.

B. Professional Development

Staff is looking for more professional development focused on Diversity, Equity, and Inclusion. Claringbole and department heads would be responsible for organizing the professional development. Trustee Fonner suggested that staff also be included in the planning and delivery of professional development.

C. Books, Movies, and Shows Recommendations

VII. Action Items

None.

VIII. Announcements

A. Friends of Monona Public Library Fundraiser, November 8, 5-8 pm, Culver's on Cottage Grove Road

B. Next Board Meeting, Tuesday, November 15, 2022

IX. Adjournment

Minutes recorded by Joseph Swinea
Approved November 15, 2022