

Minutes
Monona Public Library Board
Zoom Online Meeting
October 20, 2020, 7:00 p.m.

I. Roll Call

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

Library Board Trustees Absent: Jennifer Fonner, School Board Representative

Library Staff Present: Director Claringbole, Director

II. Call to Order

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

III. Approval of Minutes

Alder Kuhr motioned to approve Minutes for October 2020. Trustee Ebel seconded. Motion passed. Trustee Anderson moved to approve the August 2020 minutes. Trustee Monroe-Nye seconded. Motion passed.

IV. Appearances

None

V. Consent Agenda

A. Review of and Approval of Bill Payments, Financial Report and Activity Report Trustee Anderson motioned to approve Bill Payments, Financial Report, and Activity Report for October 2020. Alder Kuhr seconded. Motion passed.

VI. Library Directors Report

A. Operating and Capital Budget Updates

The City passed a budget amendment for library building envelope study. The retaining wall repair was approved for the capital budget. For the operating budget, the City approved the -2% budget Director Claringbole submitted. Some savings is coming from health insurance rates. Claringbole has moved some other money between line items.

B. Overhang Incident

A delivery trunk sheared off a fire sprinkler. It is being repaired. Director Claringbole and Sally are looking if additional signage needs to be added but this is the first known incident in the past several years. One other has happened after the addition was first completed. FedEx will be contacted once the invoice is received for the insurance claim.

C. Lower Level Updates – Lighting

The board discussed the possible lighting update. The proposed lighting was for 6 building facets and would be controlled by an app. The Board was curious to know about any

warranties and general longevity of the lights. They also were curious about any additional light pollution. The money for this installation would come from Loud in the Library funds. The board seemed to have mixed feelings about it. Staff had positive feedback.

D. Curbside Update

Curbside service is moving to the lower level. Holds and computer kits will be moved there as well to reduce staff from having to go up and down the stairs many times. This is to help with any inclement weather that may occur in the fall/winter months.

E. Foundation Update

The Foundation met. The library would like to host an estate planning program in 2021. Director Claringbole and Vice President Stebbins were asked to draft the next fundraising letter. The Foundation board is seeking new members.

F. Staff Read

Director Claringbole shared an update about the complex nature of the work being done. The second session is happening soon. Their discussion in the first session was very productive in realizing the reality of the issues in our own community and how to move forward.

VII. Board Discussion Topics

A. Reopening the library.

Director Claringbole shared that several local libraries have reopened on a limited basis offering a few more services in buildings. Some of these libraries may go back to curbside because of the specific metrics they are using. The metrics Claringbole has been using still shows too high of a case count. Numbers of incidences are very high and Claringbole does not foresee opening while the outbreak is so high. Patrons have all seemed patient and appreciative of the services that are offered and understand why the library is still closed.

B. Fund Balance Policy Revisions

Revisions to the policy could include additional wording to clarify that the total fund balance be at least 10% of the total operating budget, including both municipal and county funding. Additionally, the proposed revision would specify that the library director may spend from the fund balance up to \$10,000 of non-recurring expenditures without board approval; board approval needed for over \$10,000. Vice President Stebbins inquired about if the 10% target is a best practice among Boards or if that number was more of an arbitrary target set once upon a time. After discussion, the board decided to keep the final sentence as it currently is, changing only the language about the county/municipal funding.

Upcoming fund balance expenditures include the new people counters and the library's portion of the building envelope study.

C. Election day

The idea was floated to close the library on election day to allow staff to vote and work at the polls. The board discussed possibilities of allowing for time off to vote and would consider such possibly adopting a policy. Director Claringbole will consider drafting something in the future.

D. Use of 2020 Fund Balance

The Board discussed the current level of the fund balance and several ideas about how that money would best be used. The current fund balance is about \$40,000 above the 10% target needed. \$6000 of that has been committed for the building envelope study. The new people counters were already counted in the \$40,000. Director Claringbole will return to the board in November with a plan of action for the board to examine next meeting.

E. Books, Movies, and Show Recommendations

Skipped for time this month.

VIII. Board Votes

A. Fund Balance Policy Revisions

President Carr motioned to change fund balance policy to clarify that the board will keep a fund balance target of 10% of the library's total operating budget, which includes municipal funding and county funding. Vice President Stebbins seconded. Motion passed.

IX. Closed Session

Under Wisconsin Statutes Section 19.85(1)(c) Considering Employment, Promotion, Compensation, or Performance Evaluation of Any Public Employee Over Which the Government Body has Jurisdiction or Exercises Responsibility (Compensation of Public Employee). Alder Kuhr motioned to move into Closed Session. Trustee Monroe-Nye seconded. Motioned passed by roll call at 8:55 p.m.

Vice President Stebbins motioned to reconvene in Open Session under Wisconsin Statute Section 19.85. Alder Kuhr seconded. Motion passed and open session reconvened at 9:15 p.m.

X. Board Votes

President Carr motioned to approve the compensation discussed during closed session. Vice President Stebbins seconded. Motion passed.

XI. Announcements

- A. Next Board Meeting is November 17 at 7:00 p.m.

XII. Adjournment

Trustee Monroe-Nye motioned to adjourn the meeting. Alder Kuhr seconded. President Carr adjourned the meeting at 9:18 p.m.

Minutes recorded by Roselyn Ebel
Approved November 17, 2020