

**Minutes**  
**Monona Public Library Board**  
**Zoom Online Meeting**  
**November 17, 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; Jennifer Fonner, School Board Representative; Erinn Monroe-Nye, Community Representative; Mary Anderson, Community Representative  
Library Board Trustees Absent: None  
Library Staff Present: Director Claringbole, Director

**II. Call to Order**

President Carr called the meeting to order at 7:01 p.m.

**III. Approval of Minutes**

Alder Kuhr motioned to approve Minutes for October 2020. Trustee Fonner seconded.  
Motion passed.

**IV. Appearances**

None

**V. Consent Agenda**

A. Review of and Approval of Bill Payments, Financial Report and Activity Report  
President Carr motioned to approve Bill Payments, Financial Report, and Activity Report for October 2020. Trustee Monroe-Nye seconded. Motion passed.

**VI. Library Directors Report**

- A. Closing for HVAC Day  
Brad Bruun recommended the library close November 30 for installation because of the noise and disruptions the project will create. Director Claringbole plans to close this day for only one day as installation should not take any longer than that.
- B. Update of the 5 year Cap Budget Plan  
Director Claringbole shared the overall updated 5 year plan for major capital budget projects as outlined in the agenda packet.
- C. Report on Meeting with Mayor O'Connor  
Director Claringbole shared information from Mayor O'Connor regarding clarification about which types of projects are most suitable for the Capital Budget, including that they are generally over \$5,000 and related to building or grounds.

**VII. Board Discussion Topics**

- A. Fund Balance Policy Revisions

Director Claringbole brought forth revisions to the fund balance policy to include the wording to “The Board will keep a fund balance target of 10% of the Library’s total operating budget to maintain a working capital reserve equal to thirty days of the operating budget to provide for reasonable cash flow needs.” (Added phrasing regarding “thirty days of operating budget.”)

**B. Election Day Policy Update**

Director Claringbole added phrasing to the Library’s personnel policy that non-exempt employees may take up to two hours of paid time off to go vote on election days.

**C. Books, Movies, and Show Recommendations**

The Board shared their books, movie, and show recommendations.

**VIII. Board Votes**

**A. Approval of Fund Balance Policy Revisions**

Vice President Stebbins motioned to change fund balance policy to add the language that the “The Board will keep a fund balance target of 10% of the Library’s total operating budget *to maintain a working capital reserve equal to thirty days of the operating budget to provide for reasonable cash flow needs.*” Alder Kuhr 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). Vice President Stebbins motioned to move into Closed Session. Trustee Monroe-Nye seconded. Motioned passed by roll call at 8:17 p.m.

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

**X. Board Votes**

Vote on issue discussed during closed session is postponed to next meeting.

**XI. Announcements**

A. Next Board Meeting is December 15 at 7:00 p.m.

**XII. Adjournment**

Alder Kuhr motioned to adjourn the meeting. Trustee Monroe-Nye seconded. President Carr adjourned the meeting at 9:16 p.m.