

Minutes
Monona Public Library Board
Board Room
November 19, 2019, 7:00 p.m.

I. Roll Call

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

II. Call to Order

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

III. Appearances

None

IV. Approval of Minutes

Trustee Monroe-Nye motioned to approve Minutes dated October 15, 2019 with the change of the budget years to reflect to 2020, not 2019, under Board Discussion topics. Alderperson Kuhr seconded. Motion passed.

V. Consent Agenda

- A. Trustee Fonner motioned to approve Bill Payments for October 2019. Alderperson Kuhr seconded. Motion passed.
- B. Trustee Ebel motioned to approve the Financial Report for October 2019. Trustee Fonner Seconded. Motion passed.

VI. Library Director's Report

- A. Administrative report October through Mid-November.

The Board is excited about the floor signing program related to the new carpeting install.

The Bibliovation changeover is a big undertaking for staff to learn the new system. Amelia is training other library staff on how to use the system. Also, the staff is keeping a list of improvements to submit to SCLS for system improvements, such as in accessibility issues. The ILS will be down 3-4 days while the system changes over. SCLS is providing messaging for libraries to use to inform patrons about the system disruption.

Director Claringbole shared that for voting, the library will help support the election by sharing information regarding the election, but not actually helping with registration or election day.

Director Claringbole is increasing the cleaning services for the entry way floors and stairs to make sure they are clean. He's also discussed improving services with the cleaning company.

Two water bottle fillers will be installed, one on the lower level and one on the lower level. On each floor, a bottle filler will replace a bubbler.

The Power Lab is going to be introduced, however, the training is not quite ready for the public. Programming is anticipated in January-February.

VII. Board Discussion Topics

- A. The Board shared their book, TV, and movie recommendations.
- B. Carpet Project Update
 - a. Services in lower level
Lower level will have holds (Friends bookstore area); laptop kits/public computers; children's area (Forum room); Express collection, along with a small amount of the general collection based on staffing load and space available. The Municipal room will mostly be available.
During one of the dates, Director Claringbole will be streaming a staff training webinar.
 - b. Board assistance in sharing dates and services
Please share information about the Closed Nov 28/29 (Thanksgiving); Nov 30- Dec 1 Closed; Dec. 2 – 13 Lower level only open; Dec 14-15 Closed; Reopen fully Dec 16.
- C. 2020 Operating Budget Update
The Operating Budget was approved by City Council, including the amendment proposed by Alderperson Kuhr to add \$1000 for the Youth Services Coordinator position.
- D. Personnel Committee
 - a. Members (Todd Stebbins, Jennifer Fonner, Jennifer Kuhr)
 - b. Set up meeting date: Director Claringbole will work with the group to coordinate a date and time
 - c. Topics: Holiday Leave, Annual Reviews
- E. Coffee & Donuts after carpet?
Director Claringbole would like to do on a Saturday morning, December 28. Trustee Monroe-Nye and Trustee Fonner will possibly be available for this date. Director Claringbole would like to do these events quarterly.
- F. Committee to assist in lower level project?
President Carr shared that Director Claringbole would like to work on the lower level in 2020, also based on feedback of the strategic plan. Committee could be made up of community members, Board members, and/or Friends members. If you know anyone who might be a good fit for this project, bring it forward. The group would discuss the scope of the project and space usage. The committee could think big and find some

immediate wins as well. Could consider long-term plans and short-term plans, involvement, etc.

VIII. Board Action Items

A. Vote on Approval of Library Closing January 25, 2020 at 4:00 p.m. for Loud in the Library Preparation

Vice President Stebbins motioned to approve this closure. Alderperson Kuhr seconded. The motion passed.

IX. Announcements

Next Library Board meeting is Tuesday, December 17 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 8:37 p.m.

Minutes recorded by Roselyn Ebel

Approved on December 17, 2019