

Minutes
Monona Public Library Board
Library Board Room
February 21, 2023, 7:00 p.m.

- I. Roll Call
Library Board Trustees Present: Mary Anderson, President; Roselyn Ebel, Vice President; Joseph Swinea, Secretary; Library Board Trustees Absent: Kathy Thomas, Alder Representative; Jennifer Fonner, School Board Representative; Margaret Clark, Community Representative; Erinn Monroe-Nye, Community Representative; Library Staff Present: Sally Buffat and Tiffany Helgerson, Co-Interim Directors
- II. Call to Order
 - A. President Anderson called the meeting to order at 7:01
- III. Approval of Minutes
 - A. Trustee Thomas moved to approve and Vice President Ebel seconded the motion
 1. Fund Balance was incorrectly written in the minutes as being \$4,000, but it should say "\$4,000 above the threshold"
 2. All in favor of making the change to the minutes
- IV. Consent Agenda
 - A. Review of and Approval of Bill Payments, Financial Reports and Activity Report
 1. Visits is the highest it has been in a while
- V. Library Directors Report
 - A. A chart has been placed at the front desk for staff to record when they have been able to check the bathroom
 - B. Annual report is completed
 1. Total circulation is up from 2021
 2. There is an increase in children's materials
 3. Library visits is up from 2021
 4. Computer use in the library is up from 2021
 5. Attendance of programs is up from 2021
 - C. The library has been approved by the city to spend money towards digital security cameras
 - D. The upper-level HVAC remodel is completed
 - E. Replacing lower level HVAC pump is a priority for the city
 - F. Loud in the Library was a success
 1. Discussion was held about how Loud in the Library operates
 2. President Anderson will follow up with LITL leaders

G. Youth Services Report

1. Baby Storytime has had up to 30 participants at a time
2. The Beginning Chapter Book section of the children's library has been completed
3. There is currently one teen volunteer and the library is hoping to have more during summer vacation
4. Girl Scouts Troop 1009 raised funds to purchase furniture for the gaming area
5. Documentation has been submitted for Play in Library grant

H. Adult Services Report

1. January was a busy program month with 140 participants
2. A community art project has been set up in the library to allow patrons to help create a quilt similar to the Quilts of Gee's Bend
3. The library is hoping to offer a "sneak peek event" to the WI Film Fest
4. Representative Fonner inquired about the possibility of the library offering "Book Club Kits" and using the term "Black Excellence" in place of "Black History"
5. Representative Thomas inquired about the purpose of Native American art being displayed in the Board Room rather than in the library itself where they could be seen by Monona community members

VI. Discussion Topics

A. Highlights of Annual Report

1. President Anderson asked what would be done differently next time
 - a) Co-Director Helgerson stated DPI had released a spreadsheet that would help track data. This has been noted to support the new Director
 - b) Co-Director Buffat mentioned that there was no reference tracking done last year and that it will be done this year one week quarterly. This information was a requirement in the annual report but had not been done last year.
2. President Anderson asked how this information will be shared to help the community better understand how the library is being used
 - a) Representative Thomas suggested this information also be shared with people, businesses, and organizations who have donated money to the library
 - b) Co-Director Helgerson said that she would put together an infographic to share with the community
3. Representative Clark asked about areas in which more attention should be placed
 - a) Co-Director Helgerson said that it was difficult to say as a result of this year being so different than previous years

B. Contested Materials Policy

1. As a result of Waunakee Library facing a campaign that is protesting some of the titles in the collection, Co-Director sent out an email to staff to remind them of and clarify the library's materials policy
- VII. Representative Clark moves that we go into a Closed Session and Representative Fonner seconded. Motion was approved unanimously.
- VIII. Announcements
- A. Next Board Meeting Tuesday, March 21
 - B. Next Board Discussion February 28 at 7:00 p.m.
- IX. Adjournment
- A. Representative Fonner moved to adjourn. Representative Monroe-Nye seconded. Motion passed unanimously.
 - B. President Anderson adjourned the meeting at 9:15 pm.

Minutes recorded by Joseph Swinea, Secretary
Approved on March 21, 2023