

Minutes
Monona Public Library Board
Zoom Online Meeting
March 16, 2021, 7:00 p.m.

I. Roll Call

Library Board Trustees Present: Sue Carr, President; Todd Stebbins, Vice President; Roselyn Ebel, Secretary; Jennifer Kuhr, Alder; Jennifer Fonner, School Board Representative; Mary Anderson, Community Representative; Erinn Monroe-Nye, Community Representative
Library Staff Present: Ryan Claringbole, Director; Amelia Speight, Circulation Supervisor; Tiffany Helgerson, Youth Services Coordinator; Angelika Neitzel, incoming Youth Services Librarian

II. Call to Order

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

III. Approval of Minutes

Trustee Anderson motioned to approve Minutes for February 2021. Alder Kuhr seconded. Motion passed.

IV. Appearances

Angelika Neitzel looks forward to the year upcoming and much more! She will focus on ages 0-5 and early elementary.

Amelia Speight expressed that other staff along with herself hope to be fully immune from vaccination before the library opens. City staff received their first dose of the vaccine today; next dose is currently scheduled for April 6.

Tiffany Helgerson shared that the team is planning for summer reading program and getting started with story times. She echoes Amelia's sentiments that they hope to wait for vaccine immunity to help minimize spread in community and protect staff.

V. Consent Agenda

A. Review of and Approval of Bill Payments, Financial Report and Activity Report
Trustee Ebel motioned to approve Bill Payments, Financial Report, and Activity Report for February 2021. Trustee Monroe-Nye seconded. Motion passed.

Alder Kuhr inquired about the revenue for Professional Development that was received. It was a refund for something that was canceled last year. Kuhr inquired about the revenue from the digital sources; this was a rebate received for the web filter.

VI. Library Directors Report

A. Reopening

Director Claringbole shared current reopening plans. Initially, there will be no furniture except chairs by computers. In-house services will be limited to browsing and item checkout and computer appointments. There will be no study rooms, quiet reading rooms, or meeting spaces initially. Plexiglass barriers have been installed, and there will be increased hand sanitizer stations. Claringbole has purchased more masks and face shields. Staff will have to enforce the mask policy, including proper wearing. Signage will direct patrons to mask wearing.

Hours change to be more limited: Monday – Friday, 10 – 6; Saturday 10 – 5; Closed Sunday.

The library would continue to offer curbside by the Children’s room door Monday - Friday. The patron entrance will be only through main entrance near parking lot. Items will continue to be quarantined after return. A downstairs staff member will be at a mobile desk to help direct patrons.

President Carr noted that not having curbside on Saturday, along with the more limited hours would be difficult for patrons. Director Claringbole is concerned about having enough staff available. Other board members supported the idea of shifting staffing if possible to cover some Saturday curbside.

Vice President Stebbins noted that Monona Public Library will reopen under recommended guidelines as set by established public health agencies. Director Claringbole also noted that if cases again increase, the library could need to close the building again.

Alder Kuhr inquired if patrons would still need to reserve a computer appointment in advance. Director Claringbole stated that it would probably be easiest for patrons if they could still reserve a time, but a patron could use one if it were available.

Though it would be unlikely that the library would reach capacity since people will not be able to sit and there is not yet in-building programming, it would be helpful to set a guideline for number of people in the building at once. Director Claringbole figuring the right capacity based spaces that will and won’t be open and available. There is a need to stay vigilant to make sure we have an appropriate guideline so that social distancing can be maintained.

Director Claringbole initially set a tentative reopening date to start preparing. He received many comments from staff advocating to wait until they are fully vaccinated. However, he was uncertain about when all staff could be vaccinated. Thanks to the efforts of Monona’s Fire Chief McMullen, library staff were able to be vaccinated today. If Claringbole delays reopening a bit more until staff reach vaccination immunity, it only puts the date back a couple of weeks. He would like to wait until staff is fully vaccinated (tentatively around April 26). Board members expressed mixed feelings about pushing

back the date. Vice President Stebbins emphasized that we should continue to follow guidelines as set forth by public health authorities. Claringbole should contact public health to find out how long it takes for full immunity after vaccination based on the type of vaccine staff received. Claringbole appreciates the community's support and understanding as the library navigates reopening.

B. Ripple Project

Director Claringbole sent Board members a link so they can read about the program in addition to the notes in the Director's report. The Ripple Project has a lot in common with the anti-racism work the staff has been doing.

C. Bookstore Update

The old bookstore has been packed up. Work is in progress to redo this area, but there have been some delays with contractors. Director Claringbole spoke with an expert on the fire curtain; an option to get rid of the fire curtain is to change the glass to fire-grade window panes. Claringbole is looking at getting quotes to see how much that would cost. That would make the space more fully usable in the future.

VII. Board Discussion Topics

A. Reopening Plans

The Board discussed this during the Director's Report section.

B. Borrowing Policy

The borrowing policy is being updated as follows:

1. Formatting for readability.
2. Instead of listing specific types of IDs that are acceptable, it now lists what information is required to be on the ID.
3. Removal of language about collections policy to reflect decision to no longer use a collections agency.
4. Addition of language describing what the library does if an account accrues fees over \$50, including contacting patrons, debarring the account, and reinstating accounts if they are resolved.

C. Fund Balance

The total current fund balance is \$139,000. Subtracting the amount needed for reserve, that leaves \$52,000. Director Claringbole is requesting \$10,000 of that to fund a LTE position and/or extra hours for current staff to assist at the circ desk through the end of the year to help make up for the two Library Assistant positions that were not filled. This will help full-time staff have less time at the circulation desk or curbside pickup so they can focus on other duties. The request would fund a total of 22 hours/week.

D. Update on Strategic Plan

- Part of plan was to make the building more welcoming; Director Claringbole believes we are making the downstairs more welcoming with the changes to the

lower level, including moving bookstore up front. Another goal was to make the library feel like a library right when you walk in. The next goal is to figure out how to staff a desk downstairs.

- Regarding community outreach, staff has been reaching out to community groups and forming new partnerships; for example, partnering with the Boys and Girls Club for future programming; making sure there is programming that addresses topics of equity; more partnership with Parks and Rec. such as outdoor programming.
- In the area of “sharing our stories,” there is more work needed, including finding more ways to share the stories and also make them connected. The Library is working with the City to include library information in the city newsletter. They are also working with WVMO about further partnership.
- The pandemic has interrupted some of the strategic plan process. Claringbole hopes to get back on track once the library is reopened.
- The lower level committee will reconvene to continue work on planning.

E. The board shared their book, movie, and tv recommendations.

VIII. Board Votes

A. Adjusted Hours after Reopening

President Carr motioned to approve the adjusted hours proposed by Director Claringbole for the library’s reopening: Monday – Friday, 10 – 6; Saturday 10 – 5; Closed Sunday. Trustee Anderson seconded. The motion passed.

B. Borrowing Policy Changes

President Carr motioned to approve the changes to the borrowing policy as documented in the updated version in the Board packet, including

1. Formatting for readability
2. Instead of listing specific types of IDs that are acceptable, it now lists what information is required to be on the ID.
3. Removal of language about collections policy to reflect decision to no longer use a collections agency.
4. Addition of language describing what the library does about if an account accrues fees over \$50, including contacting patrons, debarring the account, and reinstating accounts if they are resolved.

Trustee Anderson seconded. Motion passed.

C. Fund Balance Expenditure

Vice President Stebbins motioned to approve an expenditure of \$10,000 for a LTE position/extra hours for current staff spanning from when the library reopens until the end of the year. Alder Kuhr seconded. Motion passed.

IX. Announcements

- A. Next Board Meeting is April 20 at 7:00 p.m. on Zoom. Hope to return in person meetings in May.

- B. During one of the City's sessions with Nehemiah, there was a suggestion for staff to put a standing line item in every agenda to discuss race and equity topics. The Board will discuss next month.

- C. The City is now funding the entirety of the building wrap-around study. *It was later clarified that the cost will in fact be split 50%/50% by the Library and the City.*

X. Adjournment

President Carr motioned to adjourn the meeting. Trustee Fonner seconded. Carr adjourned the meeting at 8:01 p.m.

Minutes recorded by Roselyn Ebel
Approved on April 20, 2021