

Minutes
Monona Public Library Board
Zoom Online Meeting
April 20, 2021, 7:00 p.m.

I. Roll Call

Library Board Trustees Present: Sue Carr, President; Todd Stebbins, Vice President; Roselyn Ebel, Secretary; Mary Anderson, Community Representative; Jennifer Fonner, School Board Representative; Erinn Monroe-Nye, Community Representative; Jennifer Kuhr, Alder
Library Board Trustees Absent: none
Library Staff Present: Director Claringbole

II. Call to Order

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

III. Approval of Minutes

Vice President Stebbins motioned to approve Minutes for March 2021 with the clarification that the City will be paying 50% of the building envelope study and the Library budget will pay for 50%. Trustee Monroe-Nye seconded. Motion passed.

IV. 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 March 2021. Trustee Fonner seconded. Motion passed.

V. Library Directors Report

A. Fire Curtain

Director Claringbole spoke with fire chief McMullin. We've received two quotes for the windows to replace the windows with fire-grade glass. It would also cost to have the fire curtain removed. The glass would need to be replaced but not the frame. It is also possible that we may be compliant with fire regulations if we upgrade the fire system instead. There might also be an opportunity to have a team remove the fire curtain without a charge. However, it is at a point where the fire system has to be upgraded because of technology compatibility/update issues. The new fire system may be able to be done at the same time as the HVAC program. With the current budget situation, there may have to be pauses in proceeding due to budget constraints. Some of the HVAC project is already complete but there are parts left to do (lower level; rooftop unit replacement). The lower level will need a complete replacement. There is a meeting scheduled to discuss the next steps and plan forward.

B. Friends Bookstore

The downstairs space looks very different and there has been a lot of progress in moving books forward and getting shelves set up. Director Claringbole is working to find a good place for the vending machines; they are currently up near the copy machines. They are going to try it out and see if it works.

C. Table

Mary Anne Litchfield would like to gift the library a custom-made wooden table that seats 8 in memory of her husband, Mayor Dick Litchfield. The table would have a plaque in the middle of it with the names of the original members of the group. Director Claringbole is not sure if the gift would include chairs.

VI. Board Discussion Topics

A. Reopening/Curbside/Saturdays

The building opens 4/21. Curbside will be available all days the library is open. Staff is excited to reopen! Director Claringbole summarized the plan, including hours, entrances, what's available for services and spaces, mask guidelines, etc. Adjustments may be made as the staff learns what does and doesn't work. It is possible the library may close again/move back to curbside only if needed based on pandemic conditions and if cases rise again or if the county issues further guidance.

Director Claringbole summarized the opportunity for the library to purchase some laptops with stimulus funds. The library is eligible because of its compliance with CIPA. He's looking into this program more.

B. Review of 5 Year Capital Projects

Director Claringbole summarized the currently projected 5 year projects as listed in the packet. Trustee Ebel inquired what the vision is for the Children's Room Remodel; Director Claringbole shared that he is thinking currently of new, updated equipment and stations, so more of that than structural remodels. Tiffany has many ideas to update the space aesthetically and change how it's used.

C. Strategic Plan

No updates this month; Director Claringbole has been focusing on reopening.

D. Equity and Diversity Work

The staff finished the *Me and White Supremacy* work; a lot of good discussions, learning, and reflection. They are now transitioning into defining the next steps and how professional development will continue. The staff participated in a Ryan Dowd webinar that gave them a toolset and language to use to engage with patrons in instances of prejudicial language that they may encounter in the library setting. Director Claringbole shared the webinar with other members of City staff who passed them onto others. Claringbole is considering continuing the conversation among staff as a topic at every in-service.

The board discussed that it would be helpful to have some sort of regular scheduled check in to ensure we are always mindful of anti-racism, diversity, and inclusion, as well as keeping it as a focal point during the normal course of other conversations.

Claringbole shared that staff using a scanning tool to analyze current holdings with the goal of diversifying collections. The focus is currently children's books but also they want to look at adult collections. The tool has some limitations, however, so they are looking for a better tool and strategies to improve the collection.

- E. The Board shared their book, movie, and tv recommendations.

VII. Announcements

- A. Next Board Meeting is May 18 at 7:00 p.m. IN PERSON in the Municipal Room at the library to allow for more spreading out.

Friends are doing a donation night for fundraiser April 28 with Ian's Pizza. Need to mention the Friends. See flier for online instructions.

Alder Kuhr has been reappointed as the City representative on the Board.

VIII. Adjournment

Alder Kuhr motioned to adjourn the meeting. Trustee Anderson seconded. President Carr adjourned the meeting at 8:50 p.m.

Minutes recorded by Roselyn Ebel
Approved May 18, 2021