

**Approved Minutes
Monona Public Library Board
Board Room
May 21, 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; Erinn Monroe-Nye and Mary Anderson, Community Representatives; Jennifer Fonner, School Board Representative
Library Staff Present: Ryan Claringbole, Director

II. Call to Order

President Carr called the meeting to order at 7:03 p.m.

III. Appearances

None

IV. Approval of Minutes

Trustee Fonner motioned to approve Minutes dated March 19, 2019. Trustee Anderson seconded. Motion passed.

V. Consent Agenda

- A. Vice President Stebbins motioned to approve Bill Payments for April 2019. Trustee Fonner seconded. Motion passed.
- B. President Carr motioned to approve the Financial Report for April 2019. Trustee Fonner seconded. Motion passed.

VI. Library Director's Report

- A. Administrative report through Mid-May
New vestibule is nearly complete; only awaiting the bike rack installation. Public Works will be helping to remove some plants and pour a new concrete slab where the bike rack will go. A lot of people are using the vestibule for stroller parking.

Director Claringbole is working through the process to get new carpeting upstairs; that installation will happen in the fall. Director Claringbole believes the library will need to close for a couple of days while the carpet is being installed.

There were more than 30 applicants for the Adult Services Coordinator position.

Staff will be trained about a week from now on use of the Power Lab; Dusty is completing the documentation for the public on how to use equipment.

For the One Community Many Voices project, training is happening shortly and interview audio files will be uploaded as well as shared on WVMO.

Next year's county library payment will once again go down next year by roughly \$11,000. Director Claringbole will be meeting with the contact there to see why and what MPL can do to stabilize/increase the county funding. Director Claringbole will follow up with the Board with more information about how the funding is calculated.

VII. Board Discussion Topics

- A. Books, movies, and show recommendations.
The board shared their recommendations.

- B. Strategic Plan Committee Update
The data from the community survey shows that the community is resoundingly positive about the library. There are some areas for improvement indicated in the survey, such as program offering and lower level usage. The data will contribute to the strategic plan overall. Director Claringbole recommends the Board watch the webinar that explains the data if possible. The next steps are for the committee to complete a brainstorm document and then there is one more meeting, and then a draft will be shared of the strategic plan.

- C. Personnel Subcommittee
The Board formerly used to have various subcommittees and Director Claringbole proposes that the Board revive the Personnel subcommittee to discuss vacancies, issues, etc. with 2 – 3 members of the board to serve. Vice President Stebbins, Jennifer Fonner, and Jennifer Kuhr have volunteered to serve.

- D. Art in the Library
Two paintings were found in a closet that were left over from an auction for the library expansion. One valuation has been completed and one more will be completed. The Board would like to revisit when more information is known about the valuation.

- E. Code of Conduct Policy – Vaping
Director Claringbole proposes adding “and vaping” to number 9 of the Guidelines for Using the Library. Vice President Stebbins also has small clarifications/grammar edits to further correct the language that are not substantive in nature/do not change the meaning of the verbiage that he will also send to Director Claringbole.

- F. Marketing
Director Claringbole reminded the Board of the current tiered marketing strategy, including examples of small, medium, and large programs, what each tier receives in terms of marketing delivery (i.e. posters, social media, press releases, etc.) and

schedule. A template for posters is in place. Staff has a schedule to stick to as well for social media postings. Patrons have given positive feedback on the Facebook postings. Instagram still needs to be worked on. Staff are also using their own devices to post, so Director Claringbole is looking to purchase a device for staff to use. Director Claringbole would also like to start posting to Twitter.

VIII. Closed Session

- A. 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. Erinn Monroe-Nye seconded. Motioned passed by roll call at 8:57 p.m.

- B. Vice President Stebbins motioned to reconvene in Open Session under Wisconsin Statute Section 19.85. Trustee Fonner seconded. Motion passed and open session reconvened at 9:39 p.m.

IX. Board Action Items

- A. Approve Changes to Code of Conduct Policy
Trustee Ebel motioned to approve and Jennifer Kuhr seconded proposed changes to Code of Conduct Policy to include language regarding the use of vaping products in the library. Motion passed.

- B. Establish Personnel Subcommittee
President Carr moved to approve and Erinn Monroe-Nye seconded to approve the establishment of a Personnel subcommittee. Motioned passed.

C. Announcements

Next Library Board meeting is Tuesday, June 18 at 7:00 p.m.

D. Adjournment

Vice President Stebbins motioned to adjourn the meeting. President Carr seconded. President Carr adjourned the meeting at 9:44 p.m.