

Minutes
Monona Public Library Board
Zoom Online Meeting
January 19, 2021, 7:00 p.m.

I. Roll Call

Library Board Trustees Present: Sue Carr, President; Todd Stebbins, Vice President; Roselyn Ebel, Secretary; Erinn Monroe-Nye, Community Representative; Mary Anderson, Community Representative
Library Board Trustees Absent: Jennifer Kuhr, Alder (arrived late); Jennifer Fonner, School Board Representative

Library Staff Present: Director Claringbole, Director; Tiffany Helgerson, new Youth Services Coordinator

II. Call to Order

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

III. Approval of Minutes

Trustee Monroe-Nye motioned to approve Minutes for December 2020. Trustee Anderson seconded. Motion passed.

Trustee Anderson motioned to approve the Closed Session Minutes for December 2020. Trustee Monroe-Nye seconded. Motion passed.

IV. Appearances

Tiffany Helgerson, new Youth Services Coordinator

Tiffany came to the meeting to briefly discuss her new role as YSC and the role transition. Tiffany is currently training under Karen.

V. Consent Agenda

- A. Review of and Approval of Bill Payments, Financial Report and Activity Report Vice President Stebbins motioned to approve Bill Payments, Financial Report, and Activity Report for December 2020. Trustee Ebel seconded. Motion passed.

VI. Library Directors Report

A. Youth Services Hire

Director Claringbole shared that the hiring process is underway for the replacement for Tiffany's previous position, which will cover ages 0-8 for 28/hours a week as Tiffany moves into the Youth Services Coordinator position. She will continue to serve mostly teen and tween while in this position.

B. Plumbing Leak

Director Claringbole shared that the leak was discovered and resolved quickly before extensive damage was done.

C. Bookstore

The quotes for removal of the walls are higher cost than initially expected. The hope was to remove them for more space for bookshelves. It is unsure if the Friends will want to move forward with that. The bookstore will be moved to the front and vending machine moved back. Terracycling will move outside in new blue bins. The Friends are hoping the project would be done before the library reopens. Director Claringbole is also working with Brad Bruun to improve lighting in this area. They are also discussing signage needs. The Board offered suggestions and is hesitant to having tall shelving that could block the window. The Board would

like to see some proposals on paper/visual sketch-ups of the plan of how it would look before anything is moved/installed.

VII. Board Discussion Topics

A. Reopening Plan

In addition to the notes in the agenda, Director Claringbole shared concerns about the newer variant of COVID and the lack of information yet. Another factor are schools reopening. If many families come to the library because schools are still closed/partially closed, it could cause higher traffic. There are a lot of factors with how many staff will be needed when it's open for browsing and still doing curbside, how many people could be allowed per square footage, etc. There are a lot of unknowns still with opening operations, and no set date yet, but Director Claringbole is working to put in place the best safeguards possible to create a safe environment for patrons and staff.

B. Bilingual Signage

The board is generally in favor of making the library more accessible in more languages, and there are a lot of directions to look at, including signage/wayfinding, the website, physical/virtual maps, programming fliers, etc. The board is generally supportive and would definitely support translation into Spanish, and would also like to look at if the community would have a need for further languages available. Another direction is to find out if any staff members speak any other languages fluently to help support services, or if any staff would like to learn some library-specific Spanish. At this point, Director Claringbole thinks the only paperwork available in Spanish is the library card application, but even that is not advertised as being available in Spanish.

C. Video Taping / YouTube Board Meetings

The board shared their concerns and what the risks might be of recording all meetings. For example, a potential downside would be that quotes or information could be taken out of context. The board wonders if there is that many people who would be interested in actually watching this, and if it would be worth the associated costs. The board also noted that recording meetings may stifle conversation. The board meetings are already open meetings (especially more easy to attend during non-COVID times). Also, there are concerns if there are members of the public come to meetings being recorded, especially if minors attend.

D. Books, Movies, and Show Recommendations

The Board shared their books, movie, and show recommendations.

VIII. Announcements

- A. Loud in the Library, 2021, is January 30th via EatStreet, code LOUD2021
- B. Next Board Meeting is February 16 at 7:00 p.m. on Zoom.

IX. Adjournment

Trustee Monroe-Nye motioned to adjourn the meeting. Vice President Stebbins seconded. President Carr adjourned the meeting at 8:45 p.m.

Minutes recorded by Roselyn Ebel
Approved February 16, 2021