

**Minutes**  
**Monona Public Library Board**  
**Board Room**  
**Monona Public Library**  
**June 18<sup>th</sup>, 2019, 7:00 PM**

**I. Role Call**

Library Board Trustees Present: Sue Carr, President; Todd Stebbins, Vice President; Jennifer Fonner, School Board Representative; Jennifer Kuhr, Alderperson; Erinn Monroe-Nye, Community Representative

Library Staff Present; Ryan Claringbole, Library Director

**II. Call to order**

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

**III. Appearances**

None

**IV. Approval of Minutes**

Trustee Kuhr moved to approve minutes of the May 21<sup>st</sup> Minutes. Trustee Nye seconded. Motion passed.

**V. Consent Agenda**

1. Vice President Stebbins moved to approve the Bill payments for May 2019. Trustee Kuhr seconded. Motion passed.
2. Vice President Stebbins moved to approve the Financial Report for May 2019. Trustee Fonner seconded. Motion passed.

**VI. Library Directors Report**

**Administrative Report through Mid-June**

Director Claringbole reported there are two open positions currently at the library; Circulation Supervisor and shelver. The Circulation Supervisor position has been posted and the shelver will be posted soon. Also, an Adult Services Coordinator has been hired and will start in late July.

Director Claringbole reported that an individual appeared to have intentionally damaged a restroom on the first floor. Director Claringbole consulted with the police department and DPI to determine an appropriate course of action to ensure patron security. Director Claringbole expressed regret at the prospect of banning an individual but stated that it could be necessary if there was a security risk to library patrons.

Director Claringbole noted that there had been an error in the Dane County funding algorithm and the library would received about \$9,000 more than had been originally quoted.

## **VII. Board Discussion Topics**

### **Books, Movies and Show Recommendations**

Board members provided their recommendations.

### **Strategic Plan Committee Update**

The strategic planning consultant will share a draft version of the strategic plan. The strategic plan will be a living document that serves as a reference point for making decisions and allocating resources in the future. In August there will be a committee meeting to review the draft. Director Claringbole will report to out to the City Council.

### **2019 Capital Budget Update**

Director Claringbole reported that Capital budget proposals are due to the City on July 31. Director Claringbole would like to include new furniture for the upper level. Vice President Stebbins asked for to review the feedback from the strategic plan surveys to learn more about the concerns with the furniture. Director Claringbole is also investigating the costs associated with changing the restrooms on the first floor to gender-neutral, single-occupant with locking doors. Director Claringbole will provide costing estimates in July for the board to review before voting.

### **Library Board Officers**

Will vote on officers in July. Additionally bylaws will need to be reviewed and updated.

## **VIII. Board Action Items**

### **Vote on Approval of Capital Budget**

The board declined to vote on the capital budget until they can review the costing information for the bathroom alterations.

## **IX. Announcements**

Next meeting July 16<sup>th</sup> at 7:00 PM.

## **X. Adjournment**

Minutes recorded by Erinn Monroe-Nye

Minutes approved July 16, 2019