

Minutes
Monona Public Library Board
Board Room – Waunakee Public Library
September 17, 2019, 7:00 p.m.

I. Roll Call

Library Board Trustees Present: Sue Carr, President; Jennifer Kuhr, Alderperson; Roselyn Ebel, Secretary; Jennifer Fonner, School Board Representative; Erinn Monroe-Nye, and Mary Anderson, Community Representatives
Library Board Trustees Absent: Todd Stebbins, Vice President
Library Staff Present: Ryan Claringbole, Director

II. Call to Order

President Carr called the meeting to order at 7:11 p.m.

III. Appearances

None

IV. Approval of Minutes

Alderperson Kuhr motioned to approve Minutes dated August 20, 2019. Trustee Fonner seconded. Motion passed.

V. Consent Agenda

- A. Trustee Ebel motioned to approve Bill Payments for August 2019. Trustee Anderson seconded. Motion passed.
- B. Alderperson Kuhr motioned to approve the Financial Report for August 2019. Trustee Monroe-Nye seconded. Motion passed.

VI. Library Director's Report

- A. Administrative report August through Mid-September.
Director Claringbole met with the leadership team to begin planning logistics regarding the new carpeting installation. It will take approximately 10 days. Director Claringbole is working with the movers, the carpet installers, staff, the City, and SCLS to coordinate. The ILS system also happens to be going down for an upgrade during the closed window, which will prevent people from checking anything in or out. Director Claringbole will work to have the lower level be a temporary, limited, library available. Trustee Anderson sought ideas to help communicate to the community to show how this is a positive change that improves the library. Director Claringbole has asked staff to begin communicating the change 45 days in advance. Board members suggest 60 days.

Staff need to be trained within the next two weeks on how to use the Power Lab equipment. The goal is to have it available by October. The equipment is ready to use as soon as staff are trained.

Staff evaluations are still ongoing but leadership evaluations are scheduled.

VII. Board Discussion Topics

- A. The Board shared their book, TV, and movie recommendations.
- B. Capital Budget Update
The projects to replace chairs and to update bathrooms will not be moving forward in the capital budget. At this time, the self-check machines replacement project has moved forward. The Board would have to fund those projects from the fund balance to proceed forward.
- C. Operating Budget Update
Director Claringbole shared justifications to the board for his budget increase requests including wage increases.

VIII. Board Action Items

- A. Vote on Approval of 2019 Operating Budget
Trustee Anderson moved to approve the proposed operating budget as written with wage increases for the Youth Services Coordinator and for Shelves. Trustee Monroe-Nye seconded. Motion passed.

IX. Announcements

Next Library Board meeting is Tuesday, October 25 at 7:00 p.m.
Check out the new “meet the staff” wall at the library that has taken the place of the gratitude wall.
The break room is being updated by President Carr with funds provided by the Friends of the Monona Public Library.

X. Adjournment

President Carr motioned to adjourn the meeting. Trustee Monroe-Nye seconded.
President Carr adjourned the meeting at 9:18 p.m.