

**VPL Board Meeting Minutes**  
*Library Board of Trustees-Verona Public Library*  
*500 Silent Street Verona, WI 53593*

**Wednesday, June 3, 2020, 6:30 p.m.**  
**Library Community Room**

Present: Conwell, Sohail, Ryan, Hopp, Cronin, Burkart  
Virtual participants: Huemmer, Kurth  
Guest: Julie Harrison

**Call to order:**

Hopp called the meeting to order at 6:30p.m.

**Approval of Minutes:**

A motion was made by Huemmer, seconded by Conwell to approve the Regular Meeting Minutes of 05/06/2020. Motion carried.

**Review and Approval of Invoices:**

A motion was made by Conwell, seconded by Kurth to approve the May 2020 invoices. Motion carried.

**Public Comments:**

None

**City Council Liaison Report:**

Cronin reported that the city has not finalized on opening the Fireman's park and splash pad or starting the kids and adult recreational programs yet. She also reported that Community Development Authority will be making recommendation to City Council regarding Sugar Creek project proposals.

**Library Director's Report:**

Burkart updated the board about May circulation numbers that made VPL as the busiest library in South Central Library System in that month. She further added that VPL was one of the first libraries to start the curbside pickups. She also reported that the library has added more curbside pickup times by shortening the timeslots to 5 minutes each with 7 staff members working per shift.

**Old Business:**

- 1. Discussion and possible action regarding library closure and curbside pick-up service due to COVID-19:* Burkart updated the board that the curbside pickup service is going well, and the staff has gotten comfortable with the procedure.

**New Business:**

- 1. Discussion and possible action regarding library re-opening plan:* The tentative partial reopening date with Phase 2 of Forward Dane Plan was decided to be June 15<sup>th</sup> to operate the library at 50% capacity at any given time. The board discussed the reopening plans and the procedural changes need to be made to keep the patrons and the library staff safe after the partial reopening of the library.

The discussion included the accessibility of the restrooms and water fountains, availability of the sanitizers and the staff protocols to assist the patrons inside the library. It was recommended that the usage of masks while being inside the library will be strongly encouraged and the signage regarding that will also be posted.

**2. Discussion and possible action regarding the Epidemic & Library Health Emergency Policy:** A motion was made by Huemmer, seconded by Kurth to approve the Epidemic & Library Health Emergency Policy as amended. Motion carried.

**3. Discussion and possible action regarding 2020 library hours:** The board discussed and proposed the library hours for 2020 as being Monday through Thursday 9am till 7pm, Fridays 9am till 6 pm and Saturdays as 9am till 4pm with library being closed on Sundays. A motion was made by Conwell, seconded by Huemmer to approve the 2020 library hours as proposed. Motion carried.

**4. Discussion and possible action regarding the 2021 Capital Budget request:** The board started the discussion regarding the 2021 Capital Budget. The carpet replacement project was recommended to be postponed until 2022. A recommendation was made to add the roof replacement for the flat roof sections for 2021 Capital Budget. It was tabled for further discussion until next board meeting.

**Adjournment:** Meeting adjourned at 7:35 p.m.

Library board approved 7/1/20