

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

**Wednesday, September 2, 2020, 6:30 p.m.**  
**Library Community Room**

Present: Hopp, Conwell, Sohail, Cronin, Burkart  
Virtual Participants: Kurth, Ryan, Huemmer

**Call to order:**

Hopp called the meeting to order at 6:35p.m.

**Approval of Minutes:**

A motion was made by Huemmer, seconded by Conwell to approve the Regular Meeting Minutes of 8/5/20. Motion carried.

**Review and Approval of Invoices:**

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

**Public Comments:**

None

**City Council Liaison Report:**

Cronin reported that homeowners' property tax assessments were sent in mail. She also informed the board regarding the process to challenge the assessment. Cronin further updated the board regarding the upcoming election preparations. There may be a chance of consolidation of voting sites to only 1 in the city owing to a large number of votes casted via absentee ballots in the past two elections. In that case, the old high school building will be the voting site. If the city decides to have two voting sites, Verona Public Library will be open to public to cast their votes.

**Library Director's Report:**

Burkart reported that the quote for HVAC air purification system (Indoor Air Quality System) came higher than expected. The city administrator will look at other contractors for an air purification system in the library. The board discussed the importance and the budgeting for the system. Burkart updated the board that the library remains the busiest library for circulation in SCLS.

**Old Business:**

- 1. Discussion and possible action regarding phased library re-opening plan due to COVID-19:*** The board discussed the possibilities and scenarios for phased re-opening for the library and decided to stay in phase 2 for the next month. The board discussed the possibility of additional services that the library can offer to public while staying in the same phase.

**2. Discussion and possible action regarding the 2021 library operating budget:**

The board identified and discussed the priority of items to be added or eliminated from the operating budget. The board took out some items to align the budget with the budgetary limitation and guidelines. Burkart will present the finalized format to the city finance committee on 21<sup>st</sup> of the month.

**New Business:**

1. **Annual Library Board Officer Elections to elect a President, Vice-President, and Secretary:** A motion was made by Ryan, seconded by Conwell, to approve the election of the following board officers; Hopp as the president, Kurth as the vice president and Sohail as the secretary. Motion carried.
2. **Discussion and possible action regarding the Library Assistant II – Technical Services job description:** A motion was made by Huemmer, seconded by Kurth, to approve the Library Assistant II – Technical Services job description. Motion carried.
3. **Discussion of library services during the November 3 election:** The board discussed the scenario where the library will become a voting site if the sites are not consolidated to only one site by the city. The board further reviewed that there are more than 9,000 registered voters in Verona and there were 85% of the votes casted via absentee ballots in the past two elections. The board discussed the safety of the poll workers and possible suspension of library curbside pickup and lobby services for the election day.

**Adjournment:** Meeting adjourned at 7:51 p.m.

Library Board approved 10/7/20