

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

**Wednesday, January 4, 2023, 6:30 p.m.**

Present: Burkart, Conwell, Cronin, Hopp, Jones, Safarik, Spencer, Voss

Absent: none

**Call to order:**

Hopp called the meeting to order at 6:32 pm.

**Approval of Minutes:**

Amendment of error from “September invoices” to “November invoices”

A motion was made by Voss, seconded by Spencer to approve the amended Regular Meeting Minutes of 12/7/22. Motion carried.

**Review and Approval of Invoices:**

A motion was made by Conwell seconded by Jones to approve the December 2022 and January 2023 invoices. Motion carried.

**Public Comments:**

None

**City Council Liaison Report:**

Public Works Director has requested signage with County of Dane for warning of dangerous conditions at County M bridge over Hwy 151.

**Library Director’s Report:**

Director reported success on NYE events.

Director reported interest in Canopy – a streaming service that’s currently not a part of our repertoire.

Possible addition for 2024 budget if interest remains strong.

**Old Business:**

Discussion and possible action regarding the Public Computer and Electronic Device Use Policy

Suggestion to amend printing cost language to accommodate possible cost adjustments

Social Media Policy will be drafted and presented to the board in February or March meeting

A motion was made by Spencer, seconded by Voss to approve the Public Computer and Electronic Device Use Policy, as amended. Motion carried.

Discussion and possible action regarding the 2023 Library Director Goals

Professional Development: Suggestion to amend “complete” to reflect the ongoing process to complete hours by 2025.

Administration: Discussion around data collection, survey, and strategic planning. Jones suggested amendment language and will email Director.

*Jones emailed the following language to Director after the meeting:*

Identify existing sources of quantitative and qualitative data that could inform strategic planning initiatives.

A motion was made by Spencer, seconded by Conwell to approve amended 2023 Library Director Goals. Motion carried.

**New Business:**

Discussion and possible action regarding the 2022 Library Director evaluation. The Library Board may convene in closed session made possible under Wisconsin State Statute 19.85(1)(c).

Director reviewed 2022 Goals as part of the public session.

Discussion of Collection Maintenance: 1. Supervise and support the multi-year diversity audit project in the adult and children's fiction collections. (Ongoing from 2021)

Acknowledged intensive staff resources needed to meet this goal

Voss commented on Follett and other programs that are a starting point for her library.

Suggestion to add discussion of diversity audit to February meeting.

Discussion of DPI incentive/certification/acknowledgment of diversity audit completion.

Encouraged public messaging once this is completed. Further discussion is suggested.

Discussion of Library Development: 3. Develop and implement a Community Read Project by summer 2022 using the annual endowment disbursement.

Successful program with higher than anticipated speaker fee.

Closed Session Announcement read by Voss

At this time, the Verona Public Library Board intends to go into a closed session for the purpose of the Library Director's performance evaluation. Wisconsin State Statute 19.85(1)(c) allows for a closed meeting on this matter. After the closed session the Verona Public Library Board will reconvene in the same location. At this time a motion is needed and a roll call vote must be taken to meet in closed session."

A motion was made by Safarik, seconded by Spencer, to convene in closed session under Wisconsin State Statute 19.85(1)(c). Motion carried with full roll call.

Closed session began at 7:20pm

A motion was made by Safarik, seconded by Spencer, to reconvene open session under Wisconsin State Statute 19.85(1)(c). Motion carried with full roll call.

Open session reconvened at 7:47pm

Comments to Director

Gratitude for strong leadership during pandemic

Strong communication with board and engagement with the board

Continue public communication and positive messaging around successes of VPL

Offered support for goals through specificity and more frequent goal reviews

**Adjournment:**

A motion was made by Voss, seconded by Spencer to adjourn. Motion carried.

Meeting was adjourned at 7:52pm. Next meeting will be held on February 1st at 6:30pm.

Voss, Hopp will be excused for meeting on 2/1/23.

Library board approved: 2/1/22