

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

**Wednesday, January 5, 2022, 6:30 p.m.**  
**Library Community Room**

Present: Hopp, Conwell, Cronin, Ryan, Burkart  
Guests: Strutz  
Absent: Huemmer, Safarik, Sohail

**Call to order:**

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

**Approval of Minutes:**

A motion was made by Ryan, seconded by Cronin to approve the Regular Meeting Minutes of 12/01/2021. Motion carried.

**Review and Approval of Invoices:**

A motion was made by Conwell, seconded by Ryan to approve the December 2021 invoices. Motion carried.

**Public Comments:**

None

**City Council Liaison Report:**

- Waste Management has not completed collection of old bins after transition to Pellitteri Waste Systems. Public Works may need to collect remaining bins at Waste Management's expense.
- Demolition of old Sugar Creek Elementary School building has begun.
- City will investigate cost to restore New Century School building. Building cannot be demolished.
- New construction in 2022 expected to help ease budget constraints in future.

**Library Director's Report:**

- Curbside service has been discontinued.
- Staffing has maintained an acceptable level to date. Staff members will be encouraged to get COVID booster to prevent staff shortages due to illness and quarantine recommendations.
- Sunday hours return beginning January 9.

## **Old Business:**

### ***1. Discussion and possible action regarding library response to COVID-19 and library reopening plan:***

- Youth services will postpone resuming in-person story times and events. Virtual events to be offered.
- Stacey shared feedback from a patron who would like all the toys returned to the children's area. The board was in agreement this is not the right time due to public health concerns.
- Adult events for which low attendance is anticipated (such as Senior Case Management Outreach) will remain in person. Larger events will be conducted virtually.
- Patron requested visits by appointment outside of regular hours to accommodate immunocompromised individuals. Request regretfully denied due to staff limitations. Computer station in Community Room available to users who require greater isolation while using the library.
- Staffing level to remain open to the public is at least 4-6 staff members. Hours of operation may need to be limited in case of staff shortage due to widespread illness/isolation protocol. Staff encouraged to upgrade to medical or KN95 masks while in the building, limit number of people using the break room at the same time, and receive vaccination booster.
- Furniture items will remain in storage in Community Room in order to maintain distancing and discourage social gathering in library.

### ***2. Discussion and possible action regarding the 2021 and 2022 library director goals:***

- Policy reviews anticipated in 2021 did not occur. Will be completed in 2022.
- Inventory of library collection will be conducted in 2022. May adjust from biannual schedule to every 4-5 years.
- Online event offerings have adapted in keeping with patron participation and staff interests. Greater involvement in character-based story times and events, and declining interest in Dungeons and Dragons online gaming has led to a change in offerings.
- Re-carpeting center portion of library tentatively scheduled for October 2022.
- Continuing pandemic concerns may require adjustments to staffing model.
- County funding likely to remain flat, resulting in a need to evaluate expenses and identify possible areas for budget cuts.
- A motion was made by Conwell, seconded by Cronin to accept 2022 Library Director Goals. Motion carried.

## **New Business:**

### ***1. Discussion and possible action regarding the Head of Circulation job description:***

- Friend of Verona Public Library have taken ownership of used book sale, removing this task from Head of Circulation.
- Language updated to match other position descriptions.
- Motion made by Cronin, seconded by Ryan to accept revisions to Head of Circulation job description. Motion carried.

***2. Discussion and possible action regarding the Dane County Library Service Agreement for Extension of Library Service:***

- Action was taken previously on this item. No additional discussion.

**Adjournment:** Meeting adjourned at 7:15 p.m.

**Next meeting:** February 2, 6:30 p.m., to be held virtually on Zoom.

Library board approved February 2, 2022