

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

Wednesday, July 7, 2021, 6:30 p.m.
Virtual Board Meeting

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

Call to order:

Hopp called the meeting to order at 6:33 p.m.

Annual Library Board Officer Election: Annual library board officer elections were held to elect a President, Vice-President, and Secretary. A motion was made by Ryan, seconded by Safarik to approve the election of Hopp as the President, Conwell as the Vice-President and Sohail as the Secretary. Motion carried.

Approval of Minutes:

A motion was made by Ryan, seconded by Conwell to approve the Regular Meeting Minutes of 06/02/2021. Motion carried.

Review and Approval of Invoices:

A motion was made by Huemmer, seconded by Sohail to approve the June 2021 invoices. Motion carried.

Public Comments:

None

City Council Liaison Report:

None

Library Director's Report:

Burkart reported that the library has been fairly busy the past month after reopening and was the second busiest library in the SCLS, missing the top spot by 400 books. Curbside pickups have plateaued at 20 appointments per day. She further added that more than 2,000 children have signed up for the summer reading program. She also reported about the 3 complaints and an open letter to the editor, published in Verona Press, regarding one activity in the summer reading challenge that requires the readers to read a book by an author from the LGBTQ community.

Old Business:

- 1. Discussion and possible action regarding library response to COVID-19 and library reopening plan:** The board held a discussion regarding the reopening of the quiet reading room, newspaper and magazine usage along with bringing some furniture back that will be spaced out throughout the library. The board also discussed the possibility of ending the curbside pickups, bringing back some teen and adult programming back in-person and the usual hours of operation after the Labor Day weekend in Fall. The plan to bring back test proctoring and archiving lab services was also discussed. Staff will continue to wear the masks when in public facing roles. They will use the masks in the private staff spaces at their own discretion.
- 2. Preliminary discussion of the 2022 library budget:** Burkart reported that there will be a 3% pay increase for all the staff members at the library by the city. The board discussed the draft for 2022 operating budget that enlisted replacement of new fiction and non-fiction display shelving, increasing one part-time reference assistant position, from 416 hours per year to 832 hours per year, iCurate for diversity audit service, outdoor furniture, seating and landscaping, installation of the screen for presentations and films in the community room, replacement of large roller shades in the community room, installation of the lactation pod and Green Team projects. It was decided to prioritize iCurate service, outdoor WiFi and community room roller shades along with the community room screen.

New Business:

- 1. Discussion and possible action regarding the Library Assistant I job description:** A motion was made by Sohail, seconded by Huemmer to approve the Library Assistant I job description as amended. Motion carried.
- 2. Discussion and possible action regarding the Library Assistant II, Youth Services job description:** A motion was made by Huemmer, seconded by Safarik to approve the Library Assistant II, Youth Services job description as amended. Motion carried.
- 3. Discussion and possible action regarding the Library Assistant II, Reference job description:** A motion was made by Sohail, seconded by Conwell to approve the Library Assistant II, Reference job description as amended. Motion carried.

Adjournment: Meeting adjourned at 8:27 p.m.

Library Board approved 8/4/21