

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

Wednesday, August 5, 2020, 6:30 p.m.
Library Community Room

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

Call to order:

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

Approval of Minutes:

A motion was made by Kurth, seconded by Huemmer to approve the Regular Meeting Minutes of 07/01/2020 as amended. Motion carried.

Review and Approval of Invoices:

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

Public Comments:

None

City Council Liaison Report:

Cronin reported that the city council planning for next year's budget has started. She also updated the board regarding the proposed Costco construction on the southwest side of the city. She further added that there is a proposal for review by the city council for a new middle and high school on Main Street.

Library Director's Report:

Burkart reported that Verona Public Library remained the busiest library in SCLS. She also updated the board that there were 29,000 items circulated this month which is 10,000 more than any other library in the system. She informed the board that now there is a return reminder sent to the patrons 14 days prior to the due date instead of 7 days. There has been great feedback from the community for the librarian choice form and virtual story time. Curbside pickup is going steady with 30 appointments a day. She also added that the new library assistant who was recently hired will be joining soon. Burkart informed about the updated recommendation from DPI regarding the quarantining process for the glossy material for 24 hours more than other material. Summer reading program participants are half this year as compared to the last year number. She also updated the board about the STEM craft and do-at-home bags that will be issued for STEM virtual classes. There will be a representation from the library at the pop-up event hosted by Wisconsin Brewing Company in late August.

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 the same phase for the next month. The board discussed the challenges of exam proctoring in study room and newspaper usage in the library. They further discussed the scenario for students needing the Wi-Fi and other services after the schools open in September. The board agreed on reaching out to the schools' administration to lend the supportive services our library can provide.

2. Discussion and possible action regarding annual library director evaluation:

The Library Board convened in closed session at 7:50p.m. to conduct the Library Director's performance evaluation made possible under Wisconsin State Statute 19.85(1)(c). Hopp called the meeting to convene in closed session by reading the following, "*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.*" At 7:50 p.m., a motion was made by Sohail, seconded by Cronin, to convene in closed session. A roll call vote was taken from the board members: Hopp, Sohail, Cronin, Conwell, Kurth, Huemmer. Motion carried.

At 8:14 p.m., a motion was made by Cronin, seconded by Kurth, to reconvene in open session. Motion carried. A roll call vote was taken from the board members: Hopp, Sohail, Cronin, Conwell, Kurth, Huemmer. Motion carried.

New Business:

- 1. Discussion and possible action regarding the 2021 library operating budget:** The board identified and discussed the budget ideas such as reclassifying one existing library assistant position, increasing one library page II hours, increasing funds for online resources and e-books, creating new seating in the children's area, outdoor seating, increasing program budget, display screen and roller shades replacement in the community room, lactation pod installation, increasing book and audio book budget and Green Team projects. The board members decided to rank the items according to individual preference. It was tabled for further discussion until the next board meeting.
- 2. Discussion and possible action regarding the Ripple Project Memorandum of Mutual Accountability for Dane County libraries:** A motion was made by Conwell, seconded by Kurth, to approve the Ripple Project Memorandum of Mutual Accountability for Dane County libraries. Motion carried. President Hopp signed the agreement.

Adjournment: Meeting adjourned at 8:15 p.m.

Library Board approved 9/2/20.