

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

**Wednesday, October 6, 2021, 6:30 p.m.**  
**Library Community Room**

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

**Call to order:**

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

**Approval of Minutes:**

A motion was made by Safarik, seconded by Huemmer to approve the Regular Meeting Minutes of 09/01/2021. Motion carried.

**Review and Approval of Invoices:**

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

**Public Comments:**

None

**City Council Liaison Report:**

- Cronin reported that the City budget will be finalized in early November. The current proposal does not call for any new borrowing in 2022. This may change with an addition to the ice arena.
- Council seeks input for re-purposing the New Century school building. The building is not currently ADA compliant and is not now listed on the register of historic places.

**Library Director's Report:**

- Select staff members have completed de-escalation training led by Ryan Dowd.
- Library is complying with Dane County mask mandate. Patrons have been understanding.
- Stickers with stylized library artwork are being distributed at community events.
- Reference staff is researching and writing a statement of land acknowledgement to respect indigenous peoples. It will be included on the library website.
- Internal diversity audit is on-going as time and staffing allows.
- Youth Services department anticipates new full-time staff member will start November 8. Two part-time positions will be filled in the coming weeks.
- Outdoor story times have been well attended.
- Director seeks Board input regarding holiday tree. In previous years, Summers Christmas Tree Farm donated a tree, and a poster in the library acknowledged the business by name. Board supports placing the tree as a seasonal display. Board also requests that inclusive

materials regarding holiday traditions and celebrations of other cultural and religious groups also be displayed along with an opportunity for library patrons to share their personal experiences.

- Burkart encourages Board members to submit book titles for a Community-wide Read. The event will be held in summer 2022, and may feature a connection to Verona's 175<sup>th</sup> Anniversary. Board suggested a choosing a book with a young reader's edition, if possible.

## **Old Business:**

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

- Adult programs involving food (cooking demonstration, chocolate tasting) will be presented virtually for the safety of library patrons and staff.
- Indoor events for children will be held in the prow to allow distancing between family groups. All library patrons over 2 years of age are expected to wear masks.

### ***2. Discussion and possible action regarding the 2022 library operating budget:***

- City Finance Director strongly encourages Reserve Fund of \$28,000. Board agreed to further reduce Office Equipment Outlay budget category in order to increase Reserve Fund dollars for 2022. Funds from accounts underspent near the end of the current year may be re-allocated to computer upgrades and laptop lab purchases for 2021.
- A motion was made by Conwell, seconded by Safarik to shift funds from Office Equipment Outlay in order to increase Reserve Fund to \$28,000. Motion carried.
- A motion was made by Cronin, seconded by Safarik to approve the 2022 Library Operating Budget. Motion carried.

## **New Business:**

### ***1. Discussion and possible action regarding the 2021 & 2022 Library Hours of Operation and Planned Closures:***

- The library will be closed on Friday, December 31, 2021, since the New Year's holiday falls on a Saturday.
- Hours of Operation will return to regularly scheduled hours beginning January 3, 2022. Library will be open on Sundays throughout the year. Staff in-service days also return to the calendar.
- A motion was made by Safarik, seconded by Conwell to approve the 2021 & 2022 Library Hours of Operation and Planned Closures. Motion carried.

**Adjournment:** Meeting adjourned at 7:42 p.m.

Library board approved Nov. 3, 2021