

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

Wednesday, March 4, 2020, 6:30 p.m.
Library Phone Number 608-845-7180

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

Call to order:

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

Approval of Regular Meeting Minutes:

A motion was made by Huemmer, seconded by Kurth to approve the Regular Meeting Minutes of 02/12/20. Motion carried.

Review and Approval of Invoices:

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

Public Comments:

None

City Council Liaison Report:

Cronin updated the board that Sarah Gaskell has accepted the Town of Verona planner position and is no longer on the city council and council will be appointing for the rest of her term. She further added that Whispering Coves groundbreaking is expected to happen in spring on the north side of the city. She also updated the board regarding early voting/in-person absentee voting dates/times as follows:

1. CITY HALL:

Tuesday, March 17th – Friday, March 27th : 8:00 a.m. – 4:30 p.m.

Monday, March 30th – Friday, April 3rd : 8:00 a.m. – 7:00 p.m.

2. VERONA PUBLIC LIBRARY:

Saturday, March 21st: 9:00 a.m. – 3:00 p.m.

3. VERONA SENIOR CENTER:

Tuesday, March 24th : 10:00 a.m. – 2:00 p.m.

Library Director's Report:

Burkart reported about the deep cleaning and sanitizing procedures taking place at the library to avoid the spread of the COVID-19 virus.

Old Business:

1. *Discussion and possible action regarding the 2019 DPI State of Wisconsin Library Annual Report:* A motion was made by Sohail, seconded by Kurth to approve the 2019

DPI State of Wisconsin Library Annual Report. Motion Carried. Hopp signed the annual report.

2. ***Discussion and possible action regarding annual library director evaluation:*** The board discussed the process of annual director evaluation and possibility of adopting the city pilot goal planning and evaluation form. The board and the director further discussed the items like endowment fund management, strategic planning and inclusivity assessment and teen program outreach for new high school to be added to 2020 goals.

New Business:

1. ***Discussion and possible action regarding the Adult Program Coordinator job description:*** A motion was made by Conwell, seconded by Huemmer to approve the Adult Program Coordinator job description as amended. Motion Carried.
2. ***Discussion and possible action regarding the Child Safety Policy:*** A motion was made by Kurth, seconded by Conwell to approve the Child Safety Policy as amended. Motion Carried.

Adjournment: Meeting adjourned at 7:22 p.m.

Library board approved May 6, 2020