

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

**Wednesday, August 4, 2021, 6:30 p.m.**  
**Board Meeting**

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

**Call to order:**

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

**Approval of Minutes:**

A motion was made by Huemmer, seconded by Safarik to approve the Regular Meeting Minutes of 07/07/2021. Motion carried.

**Review and Approval of Invoices:**

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

**Public Comments:**

None

**City Council Liaison Report:**

- Cronin reported that an Open House was held to discuss the potential new Public Works facility, expected to open in 2025. Sustainability concerns will be a consideration in the building design and construction. Plans to repurpose or sell the current Public Works building have not been determined.
- Tax credits to encourage affordable housing in the development of the Sugar Creek/Klassik property were not received. There is still the hope to provide some workforce housing options, with priority given to those who work in Verona. The project expects to break ground next year.
- A tight city budget is expected for 2022. City department heads have been encouraged to submit conservative requests in their meetings with the city administrator and finance director

**Library Director's Report:**

- Burkart reported on minor damage caused to library property by a recent tornado in Verona. The flagpole was toppled, and the curbside pick-up tent was destroyed.
- Outdoor seating behind the library will be installed soon.
- Summer Reading Program is progressing well.

- In response to COVID-19, library events continue to be held virtually or outdoors. Most of the library building has re-opened to the public, with the exception of Study Rooms. Services have expanded, allowing reference staff to proctor one exam and host one archiving lab appointment.

## **Old Business:**

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

- The board anticipates a new county public health order requiring masks in indoor public places. If/when that is implemented, the library will follow the mandate. Until that time, it is difficult to enforce wearing of masks by patrons. Signage in the library will encourage voluntary masking. Staff will continue to wear masks in public areas. Wearing masks while in staff-only areas is at staff discretion.
- Under the current situation, the board recommends that library events in early September remain virtual or outdoors. If a county order requiring masks is announced, the board supports offering some in-person events for adults, provided capacity is limited and distance between participants can be maintained.
- Library hours will remain the same through September. Board will consider return to regular hours of operation, including Sundays, in October. Curbside pick-up hours may be reduced as requests are declining.
- The board supports the return of the Friends of the Verona Public Library used book sale. Donations will be accepted when space is available.

### ***2. Discussion of the 2022 library operating budget:***

- Minimum city funding is unknown at this time.
- Projected increases include new display shelving for adult fiction and non-fiction, cost of living and health insurance adjustments for staff, fees for South Central Library System, and an iCurate diversity audit. Other budget categories remain flat.
- Items not funded in the upcoming budget year are additional hours for the reference assistant position, roller shades for the Community Room, and a lactation pod. Some projects can be completed without influencing the budget: the white board can be re-painting rather than installing a screen, Green Team initiatives can be absorbed as programming expense, and landscaping updates may include available rock at little or no cost.
- Replacing carpet in the center portion of the library (roughly 1/3 of the total project) is a capital budget expense. The process of gathering bids is ongoing.

## **New Business:**

- ### ***1. Discussion and possible action regarding the Library Page I job description: A motion was made by Huemmer, seconded by Safarik to approve the Library Page I job description as amended. Motion carried.***

2. ***Discussion and possible action regarding the Library Page II job description:*** A motion was made by Safarik, seconded by Huemmer to approve the Library Page II job description as amended. Motion carried.
  
3. ***Discussion and possible action regarding the Library Assistant/Outreach Assistant job description:*** A motion was made by Safarik to further amend the Library Assistant/Outreach Assistant job description to include under Knowledge and Abilities #14 the text, “and participate in equity, diversity, and inclusion continuing education.” The motion was seconded by Huemmer. Motion carried.
  
4. ***Discussion and possible action regarding the Youth Services Librarian job description:*** A motion was made by Safarik to further amend the Youth Services Librarian job description to include under Knowledge and Abilities #16 the text, “and participate in equity, diversity, and inclusion continuing education.” The motion was seconded by Huemmer. Motion carried.

**Adjournment:** Meeting adjourned at 7:52 p.m.

Library Board approved 9/1/2021