

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

Wednesday, October 7, 2020, 6:30 p.m.
Library Community Room

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

Call to order:

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

Approval of Minutes:

A motion was made by Kurth, seconded by Huemmer to approve the Regular Meeting Minutes of 9/2/20. Motion carried.

Review and Approval of Invoices:

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

Public Comments:

None

City Council Liaison Report:

Cronin reported that the finance committee at city council has approved the installation of air purification system in all the public buildings. The request to use CARES grant for this purpose will be submitted soon. She also reported that no decision is made yet to consolidate the voting sites to one site in the city for the upcoming election and the final decision will be made soon based on the number of absentee ballot requests made by the voters. She further added that about 40% of the 5,000 mailed absentee ballots have been returned so far. Cronin also reported that the city council is almost ready to finalize the 2021 budget. She further stated that there have been no job losses so far at the city.

Library Director's Report:

Burkart reported that operations are running steadily at the library. Wolves and Wildlands exhibition and the virtual presentation received great response from the community. She further added that the virtual programs are receiving great feedback, however, it is hard to track the correct number of attendees for these events as multiple participants attend the programs through one online user profile.

Old Business:

- 1. Discussion and possible action regarding library response to COVID-19 including update on local COVID case rates:* Conwell shared and elaborated the last 14-day snapshot on

COVID-19 cases in Dane County. There had been the highest hospitalization rates seen on previous Sunday and Monday. The data snapshot showed no significant improvement in number of COVID-19 cases.

Burkart reported that the number of visitors in the library has never been more than 10 at a given time. The board discussed to take service-by-service approach as opposed to the phased approach for offering more library services to the public. Newspaper usage seemed not a possible service to be offered yet. Exam proctoring service is doable but there has not been a lot of interest in that service. Personal archiving lab is doable; however, library staff needs to devise a way to relay instructions to use the equipment without coming in direct contact with the user.

The board also discussed the possible scenarios of short-term closure of the library for sanitizing purposes in case of a positive COVID-19 case at the library and the contact tracing procedures. Metrics and early warning indicators were discussed and steps to be taken were reviewed with each indicator coming into effect. The scenario was discussed when and how to phase down to phase 1 and closing all the library services except the curbside pickup, if needed.

2. *Discussion and possible action regarding the 2021 library operating budget:*

The final narrative of operating budget for 2021 was shared and discussed. A motion was made by Sohail, seconded by Huemmer, to approve the 2021 library operating budget as presented. Motion carried.

3. *Discussion and possible action regarding library services during the November 3 election:*

A motion was made by Kurth, seconded by Conwell, to approve the closure of library services for November 3 election if library is made a polling site. Motion Carried.

4. *Discussion and possible action regarding the 2020 planned closure dates:*

A motion was made by Sohail, seconded by Huemmer, to approve the 2020 planned closure dates as recommended. Motion carried.

New Business:

1. *Discussion and possible action regarding the 2021 library hours and planned closure dates:*

A motion was made by Kurth, seconded by Conwell, to approve the 2021 library hours and planned closure dates as amended. Motion carried.

2. *Preliminary discussion of 2021 director goals:*

The discussion was initiated regarding 2021 director goals. The board suggested to include the focus on programs involving racial equality and justice and outdoor library services and programs in the upcoming year.

Adjournment: Meeting adjourned at 7:45 p.m.

Library Board approved 11/5/20