

MEETING MINUTES

Library Board of Trustees-Verona Public Library
500 Silent Street Verona, WI 53593
608-845-7180

Wednesday, February 7, 2024 at 6:30 p.m.
Library Conference Room

Attendees:

Present – Burkart, Conwell, Cronin, Frey, Fuller, Hopp, Jones, Spencer

Absent - None

Call to order: Hopp called the meeting to order at 6:35 pm.

Approval of the Regular Meeting Minutes of 1/3/2024: Spencer requested amendment of minutes document to reflect that they are minutes not an agenda. Moved by Spencer seconded by Jones. Motion carried 7-0.

Review and approval of the January 2024 invoices: Moved by Conwell seconded by Spencer. Motion carried 7-0.

Public Comments: None.

City Council Liaison's report: All households in Verona have or will receive notice of any change to their polling location. No February primary in the City of Verona, Spring General Election is 4/2/2024, polls open from 7 am to 8 pm.

The 2024 Recreation Spring & Summer Program Guide is out and a link to view program offerings and get signed up can be found on the City of Verona website.

https://www.canva.com/design/DAFztJmgcBE/QAUm8lvUDb_7dBkDQmu4lQ/view?utm_content=DAFztJmgcBE&utm_campaign=designshare&utm_medium=link&utm_source=viewer

Library Director's report: Carpet project will start April 29th. The Board will need to review and approve new closed dates at the March meeting. The goal is to stick to a two-week timeline with finish by May 10th. Community room will be split and have a small browsing section. Other items will also be available near the windows, but many resources will be archived until the carpet project is completed.

Adult program coordinator position is posted internally, hoping to hire someone in March.

Currently there is one practicum student at VPL.

Holds and library cards issued totals in Director's report need to be reviewed for accuracy and updated as needed.

Verona is the busiest library by circulation.

Old Business

None

New Business

1. Discussion and possible action regarding the Administrative Assistant job description

The position description was reviewed by the board and the recommended changes to reflect new duties for this position were approved.

Moved by Spencer, Seconded by Fuller - White. Motion carried 7-0.

2. Discussion and possible action regarding the 2023 DPI State of Wisconsin Library Annual Report

This report is required every year and is submitted to DPI. Basic usage, collection and programming metrics are recorded, as well as total revenue and expenditures. The report was signed by the Library Board President.

Moved by Cronin Seconded by Jones Motion carried 7-0.

Adjournment: Moved by Conwell Seconded Spencer by Motion carried 7-0. Meeting adjourned at 7:10 pm.

March note taker: Regina Fuller-White

Library Board approved: March 6, 2024

Board of Trustees:

Christopher Hopp, President

Rikki Conwell, Vice President

Kyle Jones, Secretary

Andrea Frey, School District Representative (Glacier Edge Elementary School Librarian)

Kate Cronin, Alder

Karen Spencer

Regina Fuller - White