

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

**Wednesday, November 2, 2022, 6:30 p.m.**

Present: Burkart, Conwell, Cronin, Hopp, Jones, Safarik, Voss

Absent: Spencer

**Call to order:**

Hopp called the meeting to order at 6:33 pm.

**Introductions:**

Kyle Jones, our newest Trustee introduced himself.

**Approval of Minutes:**

A motion was made by Voss, seconded by Conwell to approve the Regular Meeting Minutes of 10/5/22. Motion carried.

**Review and Approval of Invoices:**

A motion was made by Safarik seconded by Conwell to approve the September 2022 invoices. Motion carried.

**Public Comments:**

None

**City Council Liaison Report:**

Cronin confirmed early voting and Election Day hours and locations.

City Council presented Budget Proposal today (11/2/22 @ 5:30pm) – Burkart and Cronin were in attendance  
Will vote to approve on November 14, 2023.

Focus on reducing the city's debt burden.

Cronin gave overview of budget presentation.

Confirmed new City Administrator position.

**Library Director's Report:**

Signage in lobby re: mask usage; Board recommended signage based on CDC weekly updates of "Low" "Medium" or "High" with appropriate signage to match the current CDC county status.

Director reports that a material challenge was presented. The decision was made by the staff to remove the item (a dvd) based on agreed negative stereotype as well as age and condition. Patron was notified.

Update on carpet: A portion of the carpet isn't installed due to a shortage in the inventory provided by the vendor. Anticipated installation of remaining carpet is tbd.

New doors are installed and fully functional; very happy staff.

**Old Business:**

Discussion and possible action regarding the 2023 Library Hours of Operation and Planned Closures  
Director provided visitor statistics for the hours of 7-8pm and 8-9pm.

General consensus to monitor the 8-9pm hour, continue tracking via door count and revisit the discussion at May 2023 meeting based on monitoring metrics.

Voss moved to approve 2023 Library Hours of Operation. Hopp seconded. Motion carried.

Discussion of 2023 budget

Hopp will join Dane County Library Board meetings for the next 3 or 4 sessions and report back.

Hopp explained issue of equalized value calculation as it relates to City of Verona funding to the library.

Recommendation to monitor situation.

**New Business:**

Discussion and possible action regarding the 2023 Dane County Library Service agreement

\$826k & \$249K facility reimbursement fee

No changes from previous year.

A motion was made by Safarik to approve the 2023 Dane County Library Service agreement. Conwell seconded. Motion carried.

Discussion and possible action regarding the Administrative Assistant job description

A motion was made by Safarik to approve the Administrative Assistant job description. Voss seconded. Motion carried.

Discussion of timeline for policy reviews

Suggestion by Jones to add a Privacy Policy with agreement to consider a new Privacy Policy at a future meeting.

First review will be in January with schedule to review on policy every other month.

**Adjournment:**

A motion was made by Voss, seconded by Conwell to adjourn. Motion carried.

Meeting was adjourned at 8:02pm. Next meeting will be held on December 7th at 6:30 pm.

Library board approved: December 7, 2022