

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

**Wednesday, December 7, 2022, 6:30 p.m.**

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

Absent: Conwell

**Call to order:**

Hopp called the meeting to order at 6:32 pm.

**Approval of Minutes:**

A motion was made by Voss, seconded by Spencer to approve the Regular Meeting Minutes of 11/2/22. Motion carried.

**Review and Approval of Invoices:**

A motion was made by Spencer seconded by Safarik to approve the November 2022 invoices. Motion carried.

**Public Comments:**

None

**City Council Liaison Report:**

EMS ratified employee 3-year contracts

City Administrator position is currently open –26 applications have been received to date; will phone screen 7

City of Verona budget is approved

**Library Director's Report:**

Email addresses will change from using city accounts to a new library email address @veronalibrary.org.

Discussion of archiving/best practices is ongoing with the city. Meanwhile, both will remain active.

Carpet was underordered and discontinued. Staff is creatively troubleshooting.

Discussion of library participation in local community school programs. Burkart will follow up with staff around program selection and report back.

**Old Business:**

None on agenda

**New Business:**

Discussion and possible action regarding the Public Computer and Electronic Device Use Policy

Suggestion to remove specific devices listed, given rapid technological advances. Section II will be removed and one statement about access in and outside of the library will be added to Section IV.

Small subsequent changes were made throughout document, related to specific devices and their use.

Suggestion to add "To ensure patron privacy..." in Section V, A regarding clearing hard drives.

Discussion of the relevance of social media monitoring being included in this Public Computer and Electronic Device Policy or possibility of adding a new Social Media/Communications Policy.

Recommendation by Jones to add Appendices for certain information in this and all policies.

Burkhart will edit and provide a rough draft at the meeting in either January or February 2023.

Discussion and possible action regarding the 2023 Library Director Goals

Remove Administration Item 2 regarding COVID protocols.

Administration Item 3: Discussion regarding surveying public

Confirmed that WiLS (org that provides support services to area libraries) – offers survey services

Remove language in Item 3 regarding “pandemic” content

Administration Item 4: Add language around “county appropriation outlays”

Discussion around strategic planning goals and action steps

Discussion around adding technology goals and deeper investigation to statistics, as part of Library Services section. Consensus to add technology to strategic planning, especially as it relates to OverDrive.

Add a Professional Development line

Library Director will present an updated draft of 2023 Library Director Goals at January meeting.

Discussion of Library Director Review (goal-setting, exploration of closed sessions, subcommittee structure etc). Confirmed that Director Review will be added to the January 2023 meeting agenda.

**Adjournment:**

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

Meeting was adjourned at 7:42pm. Next meeting will be held on January 4th at 6:30pm.

Library board approved: