



2010 WISCONSIN LIBRARY OF THE YEAR

1000 NICHOLS ROAD ■ MONONA, WI 53716-2531
(608) 222-6127
fax (608) 222-8590
www.mononallibrary.org
ask@mononallibrary.org

Minutes
Monona Public Library Board
Board Room
Tuesday, February 21, 2017, 7 pm

I. Roll Call

Library Board Trustees Present: Sue Carr, President; Todd Stebbins, Vice President; Andrew Kitslaar, Alderperson; Jennifer Fonner, School Board Representative; Mary Anderson, Brett Blomme, and Val Edwards, Community Representatives
Library Staff Present: Sally Buffat & Matt Heindel, Co-Interim Library Directors; Ryan Claringbole, Incoming Director

II. Call to Order

President Carr called the meeting to order at 7:01 pm. The Board extended a warm welcome to incoming Director Ryan Claringbole.

III. Appearances

None.

IV. Approval of Minutes from January 24 and February 2, 2017

Trustee Edwards motioned, seconded by Alder Kitslaar, to approve January 24 minutes. Motion passed unanimously.
Trustee Edwards motioned, seconded by Alder Kitslaar, to approve February 2 minutes. Motion passed unanimously.

V. Consent Agenda

- A. Approval of Bill Payments January 20 – February 16, 2017
- B. Approval of Financial Report, January 2017

Trustee Edwards motioned, seconded by Trustee Stebbins, to approve the Consent Agenda.
Motion passed unanimously.

VI. Library Administrative Report

- A. Administrative Report January through Mid-February
- B. Parking Lot Project Update
- C. Fundraising Update

Matt Heindel reviewed annual report draft and brought up the question of what kind of statistics and details the board would like to collect as compared to what statistics DPI requires.

Heindel reviewed circumstances leading up to a patron being banned from Monona Public Library on January 30, 2017.

Sally Buffat brought to the Board's attention that the temperature controller for the Children's Room and staff offices has failed and needs to be replaced. The controller is located in the ceiling above the new staircase and Illingworth-Kilgust recommends it be moved to the library side of the rolling security gate.

VII. Board Action Items

A. Approval of 2016 State of Wisconsin Annual Report

Trustee Blomme motioned, seconded by Trustee Edwards, to approve 2016 State of Wisconsin Annual Report.

Motion passed unanimously.

VIII. Board Discussion Items

A. Library Director Welcome Reception

Thursday evening reception, March 23, 6 pm, by invitation only; it will also be staff & volunteer appreciation.

The Board will also host a 'Meet the New Library Director' coffee on Saturday, March 11, 9:30-11:30 a.m.

B. Library Director Search Process Recap and Review

What went well:

- NeoGov

- Application review rubric

 - Next time, use the same rubric for applicant review & phone interview

Phone interview:

- Important to have someone in common on each team

In-person interview:

- Public Forum

 - Too wide open? Focus topic so can compare one candidate to another?

 - Times were hard to get public participation / parents to attend

- Staff meeting

 - Asked the best questions

 - Possibly have one sheet to rank / compare all candidates; give staff time to reflect

 - Use model like state park amenities; check off boxes (hiking, swimming)

References:

- Talking to more references than those listed was helpful

- Making all the reference calls at once was helpful

What didn't go well:

- How to get the word out / where to post

Candidates had open access to questions & feedback sheets

Future process, do not include in the packet

Disclaimer on public & staff feedback forms: "Thank you for your input; this is one aspect in a multi-part process."

Additional Discussion:

Doug Woods volunteered to organize archival files located in the Library storage room. His intention is to coordinate with the appropriate public records custodian and share his opinion regarding the disposition of any public records. Included in the packet is a summary of approved record retention guidelines.

IX. Closed Session

A. Under Wisconsin Statutes Section 19.85(1)(c) Considering Employment, Promotion, Compensation or Performance Evaluation of Any Public Employee Over Which the Government Body has Jurisdiction or Exercises Responsibility (Temporary Compensation).

Trustee Fonner motioned, seconded by Trustee Edwards, to go into Closed Session. Motion passed by roll call at 8:19 p.m.

X. Reconvene in Open Session Under Wisconsin Statute Section 19.85

Trustee Blomme motioned, seconded by Trustee Edwards, to reconvene in Open Session.

Motion passed unanimously.

XI. Announcements

A. Next Monona Library Board Meeting, Tuesday, March 21 at 7 pm

XII. Adjournment

Trustee Blomme motioned, seconded by Trustee Edwards, to adjourn the meeting. President Carr adjourned the meeting at 8:49 p.m.

Minutes recorded by Sally Buffat
Approved on March 21, 2017