

**Minutes**  
**Monona Public Library Board**  
**Library Board Room**  
**May 17, 2022, 7:00 p.m.**

**I. Roll Call**

Library Board Trustees Present: Mary Anderson, President; Todd Stebbins, Vice President; Roselyn Ebel, Secretary; Kathy Thomas, Alderperson; Jennifer Fonner, School Board Representative

Library Board Trustees Absent: Erinn Monroe-Nye, Community Representative; Joe Swinea, Community Representative

Library Staff Present: Director Claringbole

**II. Call to Order**

President Anderson called the meeting to order at 7:06 p.m.

**III. Approval of Minutes**

Trustee Fonner motioned to approve Minutes for April 2022 with the correction that Jennifer Fonner was present. Trustee Ebel seconded. Motion passed.

**IV. Consent Agenda**

A. Review of and Approval of Bill Payments, Financial Report and Activity Report

Alderperson Thomas motioned to approve Bill Payments, Financial Report, and Activity Report for April 2022. Vice President Stebbins seconded. President Anderson noted that the number of visits is steadily increasing. Director Claringbole noted that the number for children's programs will be added soon and that the counting system had changed in the past year or so. Motion passed.

**V. Library Directors Report**

A. HVAC / Ventilation

Director Claringbole shared the options for installing the silencers in the HVAC system. One would cause no interruption to services; the other option would cause the library to either close or close sections at a time. However, when the crane is on site, the library will need to be closed. Brad Bruun, City of Monona Project Manager, recommends the vents be cleaned soon; it's long overdue. The current quote is \$25,000. There are a couple options for funding; possibly ARPA funds or possibly fund balance dollars. Vice President Stebbins asked if more bids or estimates will be obtained. Claringbole will follow up with Bruun to inquire if more can be obtained.

Claringbole also shared about the new roofing needs. The first estimate to come in is \$368,267.25. Claringbole is obtaining more quotes. This is an expense that will need to be looked at in the next 5 years.

B. Capital Budget: Fire

The current fire suppression system is out of date and can only be maintained with one single laptop. The fire system is functional and safe, but if the laptop dies, there will be no way to update it. Director Claringbole will be putting this in the capital budget as well and starting to gather estimates.

C. Community Read Recap

Director Claringbole shared that about 175-200 people came. Some people came and stayed the whole time, while others came and picked up a book and left. The books that are left will still be distributed, so staff is looking how to best distribute the remaining.

**VI. Board Discussion Topics**

A. Communications

President Anderson asked for two volunteers to be on a subcommittee to review the position description for the communications role. Trustee Ebel and Trustee Fonner volunteered.

B. Staff and Volunteer Appreciation, May 26 at 6:30

President Anderson will draft an email tonight and send it to Director Claringbole to send out to staff and volunteers. Board members should please arrive at 6:00.

C. Unanticipated Closures

The library may need to close due to the HVAC project. Usually, it is needed for the Board to approve library closures. However, Director Claringbole does have the authority to close for weather and for public health issues without consulting the Board. Alderperson Thomas suggested Claringbole have the Board vote on approving the closure without giving a specific date for construction purposes.

D. Book, Television & Movie Recommendations

The Board shared their book, television, and movie recommendations.

**VII. Announcements**

A. Next Board Meeting is June 21 at 7:00 p.m. in the library.

B. Volunteer Appreciation May 26 at 6:30 p.m.

**VIII. Adjournment**

Alderperson Thomas motioned to adjourn the meeting. Trustee Fonner seconded. Motion passed. President Anderson adjourned the meeting at 8:20 p.m.

Minutes recorded by Roselyn Ebel  
Approved June 21, 2022