

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

**Wednesday, March 3, 2021, 6:30 p.m.**  
**Virtual Board Meeting**

Virtual Participants: Conwell, Huemmer, Sohail, Ryan, Hopp, Cronin, Kurth, Burkart  
Guest: Brian Lamers

**Call to order:**

Hopp called the meeting to order at 6:30 p.m.

**Approval of Minutes:**

A motion was made by Huemmer, seconded by Ryan to approve the Regular Meeting Minutes of 2/3/2021. Motion carried.

**Review and Approval of Invoices:**

A motion was made by Huemmer, seconded by Kurth to approve the February 2021 invoices. Motion carried.

**Public Comments:**

None

**City Council Liaison Report:**

Cronin updated the board that the city council is gearing up for the next budget cycle. She also reported about the public meeting to be held on February 26<sup>th</sup> with the developers regarding the building and development on old Sugar Creek site. The meeting will include the discussion on a public park and ideas about usage and amenities like public restrooms on the said site.

**Library Director's Report:**

Burkart updated the board that the virtual programming and curbside pickup operations are being performed successfully. She also reported that the Madison Public Library has adopted the new quarantining guidelines for books and checked out material from PHMDC and has stopped quarantining the material altogether. Verona Public Library has shortened the quarantine period to 24 hours for the checked-out material.

**Old Business:**

- 1. Discussion and possible action regarding library response to COVID-19 and metrics needed to reopen the library:** Conwell shared and elaborated the data snapshot of COVID-19 from PHMDC. The metrics have been improved quite significantly. She also shared that the VASD schools are doing great in terms of COVID protocols after bringing the students for full days. She further added

that teachers and childcare workers are eligible to get their COVID vaccine starting March 1<sup>st</sup>. Almost 20% of the Dane County population has received one dose of COVID vaccine by March 3<sup>rd</sup>. Burkart updated the board that Monona and Middleton public libraries are aiming to reopen in late-March to mid-April with limited express service. She also shared the reservation of the library staff to reopen Verona Public Library before the staff getting fully vaccinated.

The board discussed the scenario of reopening of the library for limited hours of operation in the second week of April with the possibility of revisiting the hours of operation later. A motion was made by Kurth, seconded by Huemmer, to approve the reopening plan for April. Ryan opposed.  
Motion Carried.

#### **New Business:**

1. ***Preliminary discussion of the 2022 library budget:*** Finance Director at Verona City Council, Brian Lamers shared his views and concern on the library reserve funds. He explained the necessity of having 3 months of working capital as a reserve at hand and the library being \$260K less than that threshold. He advised to beef up the reserve line to bring it up to 35% of the assigned working capital expenses in the upcoming years.

The board discussed some budget items to be included in the 2022 library budget, such as, installation of lactation pod, roller shades and screen in the community room and some outdoor programming essentials.

2. ***Discussion and possible action regarding Circulation Policy:*** A motion was made by Ryan, seconded by Huemmer, to approve the Circulation Policy as amended. Motion Carried.
3. ***Discussion and possible action regarding outdoor furniture and furniture for the children's area:*** Burkart shared the quote from two different vendors for outdoor furniture and furniture for children's area. A motion was made by Sohail, seconded by Huemmer, to approve the quote for \$6,865 for the outdoor furniture and the furniture for the children's area. Motion Carried.

**Adjournment:** Meeting adjourned at 7:52 p.m.

**Library Board approved April 7, 2021**