

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

Wednesday, November 6, 2019, 6:30 p.m.
Library Conference Room

Present: Conwell, Huemmer, Sohail, Ryan, Hopp, Cronin, Kurth , Burkart
Guest: Trudy Lorandos

Call to order:

Hopp called the meeting to order at 6:33 p.m.

Approval of Minutes:

A motion was made by Cronin, seconded by Huemmer to approve the Regular Meeting Minutes of 10/02/2019. Motion carried.

Review and Approval of Invoices:

A motion was made by Kurth, seconded by Huemmer to approve the October 2019 invoices. Motion carried.

Public Comments:

None

City Council Liaison Report:

Cronin updated the board regarding the city annual budget. She reported that this has been a very tough year in terms of the budget, however, the library budget will be approved as submitted. The budget will be finalized during the next city council meeting.

Library Director's Report:

Burkart reported that all the libraries will carry a single copy of all the eBooks published by Macmillan Publishers starting November 1, 2019. She also updated the board that the city council is considering implementing background checks for all the volunteers at the library and other departments. Burkart also shared the draft for the city public safety policy for warming and cooling centers. She also reported about the installation of a new printer at the library.

Old Business:

1. *Discussion of 2020 library budget:* A motion was made by Huemmer, seconded by Cronin to approve the 2020 library budget as submitted. Motion Carried.

New Business:

1. *Discussion and possible action regarding the 2020 Verona Public Library Endowment Disbursement:*

Library adult program coordinator Trudy Lorandos shared the details of Wolves and Wildlands in the 21st Century Traveling Exhibition at the library that will include 5 wolves and 1 coyote exhibits. The total cost for 8 weeks of exhibition, shipping and handling of the exhibits and arrangements of the programs related to the said exhibits will be \$7398.54. A motion was made by Kurth, seconded by Huemmer to approve the disbursement of Library Endowment Fund for Wolves and Wildlands in the 21st Century Traveling Exhibition. Motion carried.

2. ***Discussion and possible action regarding the 2020 Library Hours and Planned Closures:*** A motion was made by Conwell, seconded by Kurth to approve the 2020 Library Hours and Planned Closure dates as submitted. Motion Carried.
3. ***Discussion and possible action regarding the Library Assistant/Outreach Assistant job description:*** A motion was made by Sohail, seconded by Conwell to approve the Library Assistant/Outreach Assistant job description as submitted. Motion Carried.
4. ***Discussion and possible action regarding Reference Library Assistant job description:*** A motion was made by Sohail, seconded by Kurth to approve the Reference Library Assistant job description as submitted. Motion Carried.
5. ***Discussion and possible action regarding Reference Librarian/Communications Coordinator job description:*** A motion was made by Conwell, seconded by Huemmer to approve the Reference Librarian/Communications Coordinator job description as submitted. Motion Carried.

Adjournment: Meeting adjourned at 7:18 p.m.

Library Board approved 12/4/19