

**Draft Minutes of the Waupun Public Library Board Meeting
December 16, 2019**

The meeting of the Waupun Public Library Board was called to order by Claudia Waskow, President, at 4:45 p.m. on December 16, 2019. Also present were Sullivan, Martens, Schultz, Westphal, Hintze, Jaeger, and Rohrer. Garcia was absent.

ARTICLE I: Motion by Martens, supported by Hintze, to accept the minutes of the November 18, 2019 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

1. Circulation/downloads thru end of November was 136,858 items, up .3% YTD.
2. Library visits thru the end of November was 65,998 people.
3. Rural circulation thru the end of November was 35,510 items, up 4.4%
4. Total Juvenile Circulation was up again through November, 2019, by 8.6%

ARTICLE IV: Current budget was discussed. It is at 91% with no concerns noted.

ARTICLE V: Motion by Martens, supported by Sullivan, to pay the December bills. Motion carried 7-0 on roll call.

ARTICLE VI: No committee Reports.

ARTICLE VII: Librarian's Report.

a. Future Programs:

- December 17 – Flower Arranging with Heidi Braker, 6:00 pm. and 7:00 pm.
- December 19 – The Santa Claus Movie, at 1:00 pm. and 6:00 pm.
- December 21 – Flower Arranging 10:30 am. and 12:30 pm.
- January 7 – Tech Days, 10am-noon; 1pm-3pm.
- January 9 – Lego/Game Night, 4-8pm.
- January 13 – Windowsill Herbs with Master Gardener, Carol Shirk, 6pm.
- January 16 – Movie (TBD) 1pm and 6pm.

b. A gift of \$13,075.34 was received from the Ellen M. Johnson estate and deposited into the Library Trust Fund.

c. The 22-year-old materials security panels suffered burnt electrical boards and a fried power supply. Part of the system needed to be replaced. The panels alert staff when materials try to exit the library without being checked out. Sensors on this panel also

count how many people walk through the gate. Funding for this repair work will be taken from the Library Trust Fund once the invoice is received.

d. A 22-year-old section of carpet in the children's area was replaced. Areas of the old carpet were "tenting" and became a trip hazard. The Library Board authorized funds from the Library Trust Fund to pay for this replacement.

e. Following the budgeted change for staffing, Wayne Fix will be moving from nights to days. Library Page Mira Lacrosse will be promoted to Library Assistant I, filling in the vacant slot. Pam is in the process of hiring a new Page to fill the position Mira vacated.

f. The library will be looking at a shelving project in the near future. Bret is waiting for quotes at this time.

ARTICLE VII. No Old Business.

ARTICLE IX: New Business.

a. Motion by Hintze, supported by Rohrer, to approve the Monarch Library System Membership Agreement as presented with the change in name of the library to Waupun Public Library. Motion carried.

ARTICLE X: Motion by Martens, supported by Schultz, to adjourn at 5:05 pm. Motion carried.

Next tentative meeting: January 20, 2020, at **4:45 p.m.**

SANDRA ROHRER Secretary
SR/bkj