

**Minutes of the Waupun Public Library Board Meeting  
June 15, 2020**

The meeting of the Waupun Public Library Board was called to order by Beverly Martens, President, at 4:45 pm on June 15, 2020. Also present were Hintze, Schultz, Westphal, Sullivan, Gehl, Garcia, Jaeger, and Rohrer. Also present as guests: Wayne Fix, Doreen Lont, Jesse Kiehl, and Mayor Julie Nickel. Meeting was conducted via Zoom. Schultz left the meeting at approximately 5:15 pm, Westphal left the meeting at approximately 5:50 pm, and Hintze left the meeting at approximately 6 pm.

ARTICLE I: Motion by Westphal, supported by Hintze, to accept the minutes of the May 18, 2020 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: President Martens stated, "Due to time restrictions and Board members needing to leave, we will move to item #7 'Re-Opening Plan' under New Business."

- a. After a lengthy discussion with questions asked, questions answered, suggestions given, and with the recognition that because of Covid-19 life changes sometimes by the hour this motion followed:  
Motion by Westphal, supported by Sullivan, to re-open the library with the target date of June 29, following the procedures as presented in the Waupun Public Library Re-Opening Plan, recognizing some changes may be necessary. Meeting rooms will be closed indefinitely. Motion carried unanimously.

ARTICLE IV: Meeting returned to original agenda items.

ARTICLE V: Monthly Statistics

- a. Due to the Covid-19 closure, most Circulation and Visits statistics are in the negative column.
- b. Downloads of eContent are up 24%.
- c. Curbside services: Began May 11, 2020. In just under three weeks in May, 379 people picked up 1,325 items.

ARTICLE VI: Current budget was discussed. Covid-19 will result in changes in spending as the year progresses.

ARTICLE VII: Motion by Hintze, supported by Rohrer, to pay the May bills. Motion carried. 6-0 on roll call. Because the meeting was a Zoom meeting, Rohrer was not available to sign the bills. Jaeger was given authorization to do so.

ARTICLE VIII: Evaluation Committee reported that Jaeger's evaluation was in progress.

## ARTICLE IX: Librarian's Report

- a. Curbside services have gone well. With the opening of holds between Monarch libraries, which began May 26, we have received significantly more items for patrons. Delivery and availability of items are delayed as libraries are trying to catch up, coupled with 72-hour quarantine of items in most cases after the library receives them on the van. Monarch van delivery increased to 3 days per week on June 8. State-wide van service has not resumed to normal, and we have been asked to not yet request any materials via WISCAT (Interlibrary Loan).
- b. We are still working on setting up an Edward Jones account. According to our local Edward Jones representative, setting up this type of account for the library involves much more paperwork than setting one up for an individual. Bret updated the Board with the latest information that the library could not hold an Edward Jones account, but estate funds could be transferred in the future to a nonprofit organization which supports the library. Options could be a formal Friends group or an Endowment entity.
- c. The remaining plexiglass shields are installed including two staff work stations on the second floor.
- d. Bret was approached by a citizen inquiring about the process to make donations to the library in memory of a loved one. The individual who passed worked at the library many years ago.

## ARTICLE X: New Business:

- a. Re-Opening: addressed in earlier portion of meeting, ARTICLE III.
- b. Westphal and Martens appointed to the Budget Committee.

ARTICLE XI: Motion by Rohrer, supported by Sullivan, to adjourn at 6:12 pm. Motion carried.

Next tentative meeting: **June 15, 2020, at 4:45 p.m.**

SANDRA ROHRER Secretary  
SR/bkj