

Minutes of the Waupun Public Library Board Meeting August 17, 2020

The meeting of the Waupun Public Library Board was called to order by Beverly Martens, President, at 4:45 p.m. on August 17, 2020. Also present were Hintze, Schultz, Sullivan, Gehl, Garcia, Westphal, Jaeger, and Rohrer, per Zoom.

ARTICLE I: Motion by Sullivan, supported by Schultz, to accept the minutes of the July 20, 2020 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics are slowly going up.

1. Downloads (OverDrive) up 24.5% YTD
2. Circulation and visits slowly going up through July
 - a. 7,243 items
 - b. 2,723 visits
 - c. Curbside: 128 people
 - d. All Curbside use since April: 1,147 people

ARTICLE IV: Current budget was discussed with no concerns noted.

ARTICLE V: Motion by Hintze, supported by Rohrer, to pay the August bills as presented. Motion carried, 7-0 on roll call. Because the meeting was a Zoom meeting, Rohrer was not available to sign the bills. Jaeger was appointed to do so.

ARTICLE VI: Committee Reports.

- a. **Evaluation Committee** will present its report in closed session under New Business.
- b. **The Budget Committee** presented a 2021 Budget Worksheet. More information from the City will be needed before the 2021 Library Budget is finalized.

ARTICLE VII: Librarian's Report.

- a. Circulation and visits have been slowly going up.
- b. The library has received \$100 in memory of Rose Muraski.
- c. The 23-year-old 3M security panels in the library have been having issues. They are working at this time, but may need replacing in the future.
- d. Kids under 18 can sign up for Summer Reading Bingo. They receive a BINGO card and goodie bag. A maximum of 8 completed cards can be dropped off at the library. Prizes to be awarded in a random drawing at the end of the program.
- e. A man in a parked car near staff vehicles was yelling and banging on his steering wheel the morning of August 10. Police were called and were able to make contact with him.
- f. Opening Update information: (Pam) as mentioned, we have seen an increase in traffic in the library over the last month. The counter on the gate was out of service a good portion of the month, so we couldn't get an accurate count. Computer use hasn't increased too much, although

we do see increased usage on Mondays (sometimes having to turn people away or have them schedule for a different time), and an increase in need for DMV services/usage. We could easily add another computer to the conference room if we deemed it necessary. Currently, the evening hours are seeing less traffic than the daytime hours.

With the introduction of Emergency Order #1 mandating masks indoors, most patrons have come in with a mask or have asked for one to wear.

It worked out that we will be able to keep our intern until the end of 2020, which will help us to keep our shifts separated as they are now and as recommended by the City's COVID-19 plan. A staff member returning after medical leave will also be an asset to us, and will allow us to cover some other shifts or times this fall where there are only 2 staff working at the circulation desk.

We have developed a "call order" for staff to use in case number of staff is going to be below 2. Staff can refer to it to quickly know who to call first during each shift.

WISCAT services have resumed as of 8-3. We had 30+ requests in our hold folder to place or look into for our patrons, along with opening up our resources for other libraries to request. We also opened up patron-initiated requesting as well. Doreen and Pam have been managing requests and it has not, yet, been overwhelming, as we thought it might at first. We are limiting patron requests to 5 active. Active means that the item is either in pending (waiting for arrival) or received (patron has it checked out) status. Once the patron returns an item, he or she can place another request. (In the past, our limit had been at either 10 or 15.) We will increase it to 10 again as we feel comfortable doing so. We have increased checkouts of our material going out to other libraries to 56 days instead of 42 days, to allow time for item quarantines. We are hoping other libraries extend the same courtesies for the items we are borrowing.

Allison Indermuehle will be leaving us soon for college, and we will be down a page until one is hired. We wanted to wait to be sure decisions weren't changed by colleges that would have allowed her to remain on as a page.

g. Bret met with Gerri Buteyn to review placement of a Waupun Fine Arts window sign.

h. Bret met with Todd Harmsen to discuss future repair of a deteriorating concrete approach into the library parking lot from Forest Street.

i. Meeting rooms in the library will continue to be closed until further notice.

ARTICLE VIII: New Business:

a. Questions still remain concerning the Edward Jones/Ellen Johnson Estate donation.

b. Motion by Sullivan, supported by Gehl, to approve and forward to the City, the 2021 Library Budget as recommended by the Library Budget Committee. Motion carried 7-0 on roll call.

c. Motion by Hintze, supported by Rohrer, to go into closed session to consider, deliberate or confer on matters under Section 19.85(1)(c) of the Wisconsin Statutes. Motion carried unanimously.

d. Motion by Hintze, supported by Gehl, to reconvene to open session under Section 19.85 (2) of the Wisconsin Statutes. Motion carried unanimously.

e. Motion by Rohrer, supported by Schultz, to accept Jaeger's 2021 Goals. Motion carried unanimously.

f. Motion by Hintze, supported by Sullivan, to accept Jaeger's 2020 Evaluation. Motion carried unanimously.

ARTICLE IX: Motion by Rohrer, supported by Westphal, to adjourn at 5:49 p.m. Motion carried.

Next tentative meeting: **Monday, September 21, 2020, at 4:45 p.m. per Zoom.**

SANDRA ROHRER Secretary
SR/bkj