

**Minutes of the Waupun Public Library Board Meeting
January 18, 2021**

The meeting of the Waupun Public Library Board was called to order by Beverly Martens, President, at 4:46 p.m. on Monday, January 18, 2021. Also present were Schultz, Hintze, Sullivan, Gehl, Westphal, Garcia, Jaeger, and Rohrer, via Zoom.

ARTICLE I: Motion by Sullivan, supported by Westphal, to accept the minutes of the December 21, 2020 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

- a. Downloads (OverDrive) 10,898. This is up 29.4% YTD.
- b. 96,735 items circulated/handled through the end of December.
- c. 4,451 curbside transactions through the end of December.
- d. When the building was open during 2020 the library had a total of 20,885 visitors.

ARTICLE IV: Current budget was discussed. The library continues to come in under budget.

ARTICLE V:

- a. Motion by Rohrer, supported by Gehl, to pay the remaining 2020 December bills. Motion carried on 7-0 roll call.
- b. Motion by Hintze, supported by Schultz, to pay the January 2021 bills. Motion carried on 7-0 roll call.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians' Report.

- a. No update on The Drive-up window project. Waiting to hear from DPW when bid documents are completed.
- b. The library's old Minolta 605 microfilm reader/printer will eventually need to be replaced. At this point there is enough toner to run the unit for one more year.
- c. Michelle Kast, Finance Director, is still working on the Edward Jones account gift from the Ellen Johnson estate.
- d. It may be necessary to move the Trust Fund and manual checkbook accounts from Wells Fargo to another bank. It appears the Wells Fargo accounts will soon have monthly fees charged to them. Action to be taken under New Business.
- e. The Monarch Library System is looking at updating their strategic plan. Bret sits on the Governance Committee so will be actively involved. Work to begin in February.
- f. Pam update
 - 1. Pam has scheduled 4 virtual programs, the first being a flower arranging program on February 25. Tami and Pam will be working on Make and Take projects for adults as well as children.

2. Weeding is continuing at a successful rate. Criteria for possible weeding is 5 or more years with no circulation in the children and youth sections and 10 or more years with no circulation in the adult sections, final decision to be made by the librarians.
3. The pandemic has added individuals to homebound delivery service. Now delivering to 9 people.

g. 2020 Accomplishments

- Received a \$5,000 grant from the Nelson G. and Vera C. Hicks Charitable Foundation.
- Staff answered 2,767 reference questions.
- 4,451 curbside service transactions.
- 24,944 website hits.
- Circulated 85,837 physical items.
- Local residents downloaded 10,898 electronic resources (eBooks, eAudio, etc).
- Exterior power outlets added for future parking lot programs.
- Safety mirror added at staff entrance door due to vehicle traffic in parking lot.
- Curbside service implemented.
- Take and Make projects for kids program created.

h. Year End Stock Report: The library held stock in a company, Pyxus, that went bankrupt this past year. With the small payout the library received from the stock, the overall stock value dropped to \$89,191 at the end of the year, which started the year at \$95,666. The remaining stocks the Library Board holds are Ameren, Wisconsin Energy Corporation, and Wisconsin Electric Preferred. These stocks pay quarterly dividends. The 4th quarter dividends totaled \$618.48.

i. Libraries across the state are preparing to fill out the annual online report for their libraries. The report for our library will be presented at the February meeting.

ARTICLE VIII: No old Business.

ARTICLE IX: New Business:

a. Motion by Hintze, supported by Sullivan, to move the regular date of the Waupun Public Library Board meetings **to 4:30 p.m. on the third (3rd) Wed. of each month.** Motion passed unanimously.

b. Motion by Hintze, supported by Sullivan, to direct the City Finance Director to close the Library Trust Fund Savings Account and transfer \$60K to the Library Board's LGIP subaccount and transfer the remaining balance to the Wells Fargo main checking for payment of library invoices paid by the Trust Fund. Motion passed on roll call 7-0.

ARTICLE X: Motion by Rohrer, supported by Schultz, to adjourn at 5:28 p.m. Motion carried.

Next tentative meeting: **Wednesday, February 17, 2021 at 4:30 via Zoom.**

SANDRA ROHRER Secretary
SR/bkj