

**Minutes of the Waupun Public Library Board Meeting  
Wednesday, May 18, 2022**

The Waupun Public Library Board was called to order by Beverly Martens, President at 4:30 p.m. on Wednesday, May 18, 2022. Present were, Gehl, Schultz, Sullivan, Rohrer, Garcia, and Jaeger. Hintze was present per Zoom.

The Board was happy to recognize Jessica Sullivan for being appointed to the Library Board by the Mayor. Also welcomed as a new member was Alderman Daniel Siebers, City Council Representative, who was appointed to the Library Board by the Mayor.

ARTICLE I: Motion by Gehl, supported by Hintze, to accept the minutes of the April 20, 2022 meeting as written. Motion carried.

ARTICLE II: Don Schultz, Founder of the Trucker's Jamboree, attended the meeting and shared his amazing collection of semi-trucks representing Waupun, dating back to the very beginning of the Jamboree. Mr. Schultz's hope is that there would be a place in the library for the collection to be displayed.

ARTICLE III: Monthly Statistics

- a. Circulated/downloaded/loaned: 40,378 items in April.
- b. Drive-thru window service: handled 379 transactions in April.

ARTICLE IV: The Budget was discussed with no concerns noted. Thirty percent (30%) of the Budget is spent and we are 33% into the year.

ARTICLE V:

- a. Motion by Rohrer, supported by Schultz, to pay May bills. Motion carried 7-0 on roll call.

ARTICLE VI: The Evaluation Committee will present its final report at the June meeting.

ARTICLE VII: Librarians' Report.

a. **Interior Signage:** A quote has been received from Warrior Innovation. Action will be taken under New Business.

b. **Jan Sullivan Memorial Donations:**

The plaque honoring Jan Sullivan is finished. Nine sensory panels have arrived, however, the required mounting rails have not.

c. **Meeting Rooms:** Both the Conference and the Carnegie meeting rooms are now open to the public.

d. **Summer Reading Program:** Registration for the annual Summer Reading Program will begin **June 6**. Programs start June 9 and run through July 20. Further details at the Library or on the Library's Facebook page. Pam and Tami attended Rock River School on English Learners Night, and Heather and Pam attended Rock River Open House in order to promote the Summer Reading Program. Their time is appreciated as it brings information directly to children, which creates interest in the Reading Program which in turn encourages attendance.

e. **Adult programming:** Bug Tussel University is hosting classes in communities where they provide Internet service. First class: Internet Basics, Wednesday, June 15 from 1-2pm. They will provide Chromebooks for use. The Library will take sign-up, since they are limited to 15 attendees. Will offer future classes depending on interest.

In May, 79 adult crafts were distributed.

f. **New Staff:** Jacob Boersma, Jason Brueckner and Nathan Olson began as Library Pages on Saturday, May 7. Rachel Rosenow had her first day as Desk Assistant on Monday, May 9.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

a. The Library Fund ended with a budget surplus of approximately \$57,000. Following a process similar to how other city departments handle their surpluses: Motion by Hintze, supported by Rohrer, to accept Waupun's Finance Director's proposal to transfer \$57,000 to the City's Capital Improvement fund 400. Motion carried on 7-0 roll call.

b. Motion by Hintze, supported by Sullivan, to accept the Warrior Innovation quote of \$337.70 for Interior Signage to be produced and installed in the library by the students. Motion carried on 7-0 roll call.

**c. Election of Officers:**

1. Motion by Schultz, supported to Hintze, to nominate and re-elect Beverly Martens as President. Motion carried unanimously.

2. Motion by Hintze, supported by Gehl, to nominate and re-elect Sadie Schultz as Vice President. Motion carried unanimously.

3. Motion by Martens, supported by Schultz, to nominate and re-elect Rohrer as Secretary-Treasurer. Motion carried unanimously.

d. Motion by Sullivan, supported by Gehl, to continue to hold monthly Library Board Meetings at **4:30 p.m.** on the **third Wednesday** of every month. Motion carried.

ARTICLE X: Motion by Sullivan, supported by Siebers, to adjourn at 5:23 p.m. Motion carried.

**\*Next tentative meeting: Wednesday, June 15, 2022 at 4:30 p.m. Efforts will be made to provide availability for those unable to attend in person.**

SANDRA ROHRER Secretary  
SR/bkj