

**Minutes of the Waupun Public Library Board Meeting  
Wednesday, June 16, 2021**

The first “Face to Face,” 2021 meeting of the Waupun Public Library Board was called to order by Beverly Martens, President, at 4:36 pm on Wednesday, June 16, 2021. Also present were, Schultz, Gehl, Sullivan, Garcia, Jaeger, and Rohrer. Hintze was present per Zoom. William Langford was absent, but welcomed to the Library Board as the Mayoral Appointee representing the City.

ARTICLE I: Motion by Sullivan, supported by Schultz, to accept the minutes of the May 19, 2021 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics will continue to be affected by COVID.

- a. Circulated/downloaded/loaned: 45,061 items through the end of May.
- b. Curbside service: handled 1,518 transactions through the end of May.

ARTICLE IV: The Budget was discussed with no concerns noted.

ARTICLE V:

- a. Motion by Rohrer, supported by Schultz, to pay the June bills. Motion carried on 6-0 roll call.

ARTICLE VI: Committee Reports.

Evaluation Committee: The Library Director Evaluation Committee has developed a new evaluation form and has completed their portion of the form. Bret will complete his portion after which the committee will meet with Bret to discuss the evaluation and his 2022 Goals.

ARTICLE VII: Librarians’ Report.

- a. A delay continues at the manufacturer’s plant, so the delivery of the drive-thru window/drawer unit is not expected until late July.
- b. Summer Reading Program theme is “Tails and Tales.” Virtual events are scheduled for June 16, 23, 30, and July 7. Further details are available at the library or on the library’s Facebook page and website.
- c. Staffing: With recent resignations staffing changes are as follows:
  - Emma Sanders will become Library 4 Circulation Librarian.
  - Lisa Bille will take over the Library 3 Processing/ Repair position.
  - Bryce Greenfield and Winston Grimes were promoted from Library 1 Library Pages to Library 2 Desk Assistants.
- d. An adult craft series is being offered during June, July, and August. June’s craft is a teacup planter. The packet includes a blank teacup, paint, paintbrush, two plants and extra soil. This has become an extremely popular series.
- e. Donations:   \$100 was received in memory of Doug Shireman.  
                      \$200 was received on behalf of Elizabeth Buchholz.

f. A discussion was held concerning the appropriate signage for the Library's public restrooms. No decisions were made at this time.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

- a. Budget Committee appointed: Sadie Schultz and Janet Gehl.
- b. Library Personnel Policy revision: No action was taken at this time.

ARTICLE X: Motion by Sullivan, supported by Gehl, to adjourn at 5:12 p.m. Motion carried.

**\*Next tentative meeting: Wednesday, July 21, 2021 at 4:30 p.m. The Board will meet in-person at the Library, with efforts being made to provide availability for those unable to attend in person.**

SANDRA ROHRER Secretary  
SR/bkj