

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

In the absence of Claudia Waskow, President, the meeting of the Waupun Public Library Board was called to order by Beverly Martens, Vice President, at 4:45 p.m. on February 17, 2020. Also present were Sullivan, Schultz, Westphal, Garcia, Jaeger, and Rohrer, virtually via Facetime. Hintze was absent.

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

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

1. Circulation/downloads through the end of January, 2020 was 12,483 items.
2. Library visits through the end of January, 2020 was 5,438 people.
3. Rural circulation through the end of January, 2020 was 3,376 items.
4. Total Juvenile Circulation through January, 2020 was 3,369 items, which was down 1.4%, unusual after being up for many months.
5. However, total Adult Circulation through January 2020, was 6,281, up 5.6%.

ARTICLE IV: Current budget was discussed. Waiting for two county reimbursement checks, but no problems noted.

ARTICLE V: Motion by Sullivan, supported by Schultz, to pay the February bills. Motion carried 5-0 on roll call. Schultz appointed to sign the list of bills.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarian's Report.

a. Future Programs:

- February 18 – WWII Waupun, 1 pm and 6 pm
- March 16 – Wonderful World of Garlic, 6 pm
- March 26 – Your Genealogy Journey, 6:30 pm
- March 30 – Pioneers of Comedy, 6 pm

b. The Library is now back to full staff.

c. A safety mirror will be installed at the staff entrance so they can see any vehicle traffic alongside the building before they step around the blind corner and into the parking lot.

d. Six exterior outlets have been installed, and padlocks will be used to prevent unauthorized access. These additional outlets will prevent electrical issues which have occurred during the now famous Summer Reading Program Carnival.

- e. Bret presented at the Lions Club on January 28th and was well received.
- f. Bret attended a census meeting at City Hall hosted by a representative of the US Census. Information for those attending included why it occurs every ten years and its potential financial and political impact.
- g. All job descriptions had been reviewed by CVMIC in the past and revised according to recommendations. At this time, a new CVMIC representative is recommending different language. All job descriptions will be reviewed in the near future.
- h. It is possible that the Library will be receiving an additional gift from the Ellen Johnson Estate. The transfer of the gift appears complicated. Bret will keep the Board informed as he receives further information.
- i. There has been growing ideology among libraries nationwide to eliminate some or all overdue fines on materials. Bret and Pam provided the Board with pros and cons of such action and other information concerning elimination of fines for consideration. Further discussion to occur at the March meeting.

ARTICLE IX: New Business:

- a. Motion by Rohrer, supported by Sullivan, stating that the Monarch Library System did provide effective leadership and adequately met the needs of the Waupun Public Library in 2019. Motion carried.
- b. Motion by Schultz, supported by Rohrer, to accept the 2019 Annual Report for the Department of Public Instruction as presented. Motion carried.
- c. Motion by Westphal, supported by Sullivan, to accept the revised Bulletin Board/Posting Policy as presented. Motion carried.
- d. Motion by Schultz, supported by Westphal, to direct the City Treasurer to sell the recently received Aflac stock donation and deposit the funds into the Library Board's Local Government Investment Pool (LGIP) account.

ARTICLE X: Motion by Westphal, supported by Rohrer, to adjourn at 5:20 p.m. Motion carried.

Next tentative meeting: March 23, 2020, at **4:45 p.m.**

SANDRA ROHRER Secretary
SR/bkj