

## **Minutes of the Waupun Public Library Board Meeting March 17, 2021**

The meeting of the Waupun Public Library Board was called to order by Beverly Martens, President, at 4:34 p.m. on Wednesday, March 17, 2021. Also present were, Schultz, Hintze, Gehl, Sullivan, Westphal (arrived shortly after the meeting started), Garcia, Jaeger, and Rohrer, via Zoom. Mayor Nickel attended as a guest.

ARTICLE I: Motion by Schultz, supported by Gehl, to accept the minutes of the February 17, 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: 15,233 items through the end of February
- b. Curbside service: handled 1,386 transactions through the end of February.

ARTICLE IV: The current budget report was discussed.

ARTICLE V:

- a. Motion by Sullivan, supported by Hintze, to pay the February bills. Motion carried on 7-0 roll call.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians' Report.

- a. Drive-up window project to be discussed under New Business.
- b. The library building re-opened on March 1, 2021.
- c. The Take and Make kits popularity has been increasing. There are usually 30 kits available each week and they go fast. Staff is thinking of offering them every other week, with 60 available so more families can be part of this activity.
- d. The last funds from the Ellen Johnson Estate were finally received from the Edward Jones account, and there will be a smaller check following the main check due to dividends added to the account after the initial check was sent out.
- e. The library's Trust Fund has been moved from Wells Fargo into the LGIP account as a sub-account. Quarterly stock dividends will continue to be electronically deposited into this account once the paperwork is completed.
- f. County funds: The library has received checks from Columbia, Dodge, Green Lake, and Fond du Lac counties for library service to rural county residents.

g. **Virtual Programming**: There were 30 participants for the Floral Fun Program. **Next program**: March 23 at 6:30pm. Carol Shirk, Dodge County Master Gardener, presenting “Growing Raspberries in the Home Garden.” Sign up required, but there is no limit. Program will be presented via Zoom.

h. Monarch Library System Director is resigning.

i. The large table from the Shaler Conference room has been removed and has been placed in the Chamber of Commerce office. The Historical Society has taken ownership and will possibly be refinishing it for further use.

j. Lisa Bille has finished another round of Book Bingo, which has become another popular library activity with patrons.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

a. Motion by Hintze, supported by Rohrer, to accept the WDS Construction bid of \$28,760 for the Library Drive-thru Window project. Motion carried 7-0 on roll call.

b. Motion by Sullivan, supported by Gehl, to accept the job description revisions as presented. They include Library Director, Assistant Director/Reference Librarian, Circulation Librarian, Youth Services Librarian, Desk Assistant, and Library Page. Motion carried.

ARTICLE X: Motion by Rohrer, supported by Schultz, to adjourn at 5:02 p.m. Motion carried.

Next tentative meeting: **Wednesday, April 21, 2021 at 4:30 p.m.via Zoom**

SANDRA ROHRER Secretary  
SR/bkj