

Approved Minutes of the Waupun Public Library Board Meeting February 18, 2019

In the absence of Claudia Waskow, President, the monthly meeting of the Waupun Public Library Board was called to order by Bev Martens, Vice President, at 4:15 p.m. on Monday, February 18, 2019. Also present were Hintze, Kaczmarski, Sullivan, Garcia, Jaeger, and Rohrer, virtually per Facetime. Waskow and Procise were absent.

ARTICLE I: Motion by Sullivan, supported by Kaczmarski, to accept the minutes of the January 21, 2019 meeting as written. Motion carried.

ARTICLE II: Personal appearance by Kathy Schlieve, City Administrator, who explained and took questions concerning the City's Compensation Study.

ARTICLE III: Monthly statistics: Statistics were affected by the fact that the library was closed two days in January due to the weather and poor weather throughout the month.

1. Circulation/downloads through end of January, 2019 was 10,169 items.
2. Rural Circulation through the end of January, was 3,131 items.
3. Library visits through the end of January was 4,781 people.

ARTICLE IV: Current budget was discussed with no concerns noted.

ARTICLE V: Motion by Hintze, supported by Rohrer, to pay the bills with the addition of the vendor's name, Oriental Trading, to line item 210-60-5511-344 Programming. Motion carried 5-0 on roll call.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarian's Report.

a. Future Programs:

1. **February 21** - Movie showings: The Nutcracker and the Four Realms, 1:00pm and 6:00pm
2. **February 26** - Homemade Cheese Curds, 6:00pm: Linda Conroy teaching how to make curds in your own kitchen. Samples will be provided. (This is a rescheduled program.)
3. **March 6** - Device Day 1:00pm-3:00pm; Device Night 5:00pm-7:00pm
4. **March 7** – Movie showings: Ralph Breaks the Internet, 1:00pm and 6:00pm
5. **March 19**- Birds and Butterflies: Learn ways to welcome bird and butterfly visitors to your backyard. Renee Whalen of Marsh Haven, presenter.

- b. Closing of the library for two days in January and on February 12 will affect circulation and library visit stats.
- c. With one half time employee remaining out on medical leave through the end of March, we continue to rotate night staff in during the day to process new materials when possible.
- d. Due to the Monarch Library System Director still out on medical leave the online annual report draft was reviewed by System staff and they said it looked ready for Library Board approval. The Monarch System is in the process of looking for an Interim Director.
- e. County Billing: Now that the annual report statistics have been confirmed by the Monarch Library System staff, we will be billing adjacent counties for service to rural county residents. The annual deadline for billing for service is July 1. Winnefox Library System bills Fond du Lac and Green Lake counties on Waupun's behalf.

ARTICLE VII. No Old Business.

ARTICLE IX: New Business.

- a. Statement of System Effectiveness: Motion by Rohrer, supported by Sullivan, stating that the Monarch Library System did provide effective leadership and adequately met the needs of the library in 2018. Motion carried.
- b. Motion by Hintze, supported by Rohrer, to accept the 2018 Annual Report for the DPI as presented. Motion carried 5-0 on roll call.
- c. Motion by Hintze, supported by Sullivan, to approve the Local Government Invest Pool Resolution authorizing an account for the Waupun Public Library under control of the Waupun Public Library Board of Trustees, and authorizing Full User Rights/Access to the LGIP account by the Waupun City Clerk, Waupun City Treasurer, and the Library Director of the Waupun Public Library. Motion carried on 5-0 roll call.
- d. Motion by Hintze, supported by Sullivan, upon establishment of an account at the Local Government Investment Pool under the control of the Waupun Public Library Board of Trustees, authorize the City Treasurer to transfer the entire amount of the Library System Fund, Wells Fargo account #3130083563, into the LGIP account and then close the empty Library System Fund account. Motion carried on 5-0 roll call.

ARTICLE X: Motion by Rohrer, supported by Kaczmariski, to adjourn at 5:00 pm. Motion carried.

Next tentative meeting: March 18, 2019, at 4:15 p.m.

SANDRA ROHRER Secretary
SR/bkj