

Minutes of the Waupun Public Library Board Meeting December 21, 2020

The meeting of the Waupun Public Library Board was called to order by Beverly Martens, President, at 4:45 p.m. on December 21, 2020. Also present were Schultz, Hintze, Sullivan, Gehl, Garcia, Jaeger, and Rohrer, via Zoom. Westphal was absent.

ARTICLE I: Motion by Sullivan, supported by Hintze, to accept the minutes of the November 16, 2020 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

- a. Downloads (OverDrive) up 28.7% YTD.
- b. 89,167 items circulated through the end of November.
- c. 3,820 curbside transactions through the end of November.

ARTICLE IV: Current budget was discussed. The library is coming in under budget. The remaining funds will be kept in the Library Fund and carried over into 2021.

ARTICLE V: Motion by Hintze, supported by Rohrer, to pay the December 2020 bills. Motion carried, 6-0 on roll call.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians' Report.

- a. The Drive-up window project will be discussed under New Business.
- b. Heather and Pam presented a virtual program called "Natural Christmas Decor." Ten people signed up and it was viewed live on Facebook by 17. According to Pam, Heather did 95% of the work and was congratulated on the great job.

Pam is actively investigating another program in late February or early March with a previously popular presenter. Stay tuned.

- c. The library received another monetary gift of \$2,326.42 from the Ellen Johnson Estate. However, the Edward Jones account is still pending due to financial paperwork issues.

d. Update-Pam (summary)

- 1. Forty-six (46) responses received to the virtual programming survey.
 - 4 not interested, 5 interested in youth programming, 19 interested in adult programming, and 18 interested in adult and youth programming. Take and Make was most popular. Live speakers/presenter second most popular.

2. Extensive weeding is being carried out. Gratefully, those items can be shared with DCI.

3. No new information has come out of the REALM study or the CDC guidance, concerning how many particles of COVID can make an individual sick, so the library will continue quarantining at 7 days.

e. Annual staff evaluations are complete.

f. The annual overhead sprinkler system was tested, including sprinkler and building alarms, and everything is working well.

g. The elevator buttons have been sticking. Elevator maintenance people stopped to check it out. Waiting for the report.

h. Jaeger presented the Wisconsin State Statute 43.58(2)(a) for review. The statute addresses the Library Board responsibilities concerning public library expenditures, including the process required before the bills are presented to the City Clerk for payment.

i. A possible change of the Library Board meeting day was discussed. Item will be placed on the January 18, 2021 agenda.

ARTICLE VIII: No old Business.

ARTICLE IX: New Business:

a. Jaeger presented a report with information he had gathered on the estimated cost of the library Drive-up Window Project. Motion by Hintze, supported by Gehl, to put the library Drive-up Window Project out for bids, as mandated by the City. Motion carried.

ARTICLE IX: Motion by Sullivan, supported by Rohrer, to adjourn at 5:32 p.m. Motion carried.

Next tentative meeting: **Monday, January 18, at 4:45 p.m. via Zoom.**

SANDRA ROHRER Secretary
SR/bkj