

Draft Minutes of the Waupun Public Library Board Meeting

August 19, 2019

The monthly meeting of the Waupun Public Library Board was called to order by Claudia Waskow, President, at 4:31 p.m. on Monday, August 19, 2019. Also present were Schulz, Westphal, Sullivan, Hintze, Martens, Jaeger, and Rohrer.

ARTICLE I: Motion by Sullivan, supported by Martens, to accept the minutes of the July 22, 2019, meeting as written. Motion carried. **A note: To make clear to those gaining access to the Library Board Agenda on the City website, the monthly Library Board meetings always take place at the Library.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

1. Circulation/downloads through end of July was 88,032 items.
2. Library visits through the end of July was 43,694 people.
3. Rural circulation through the end of July was 23,611 items, up 4.9% YTD.

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

ARTICLE V: Motion by Martens, supported by Hintze, to pay the bills. Motion carried 7-0 on roll call.

ARTICLE VI: Committee Reports.

- a. The Budget Committee presented the 2020 Budget proposal, which included a 3% salary increase for the Assistant Director, and a 2% increase for the remaining staff based on contact with other libraries and projected consumer price index estimations. Several line items were adjusted up or down, depending on current and projected costs, and an additional part-time Library Assistant 1 was added which would be covered by the increased revenue from Fond du Lac County. With this budget proposal, and the increase from Fond du Lac County, the Library Board would be requesting \$4,836 less from the City of Waupun for 2020.

ARTICLE VII: Librarian's Report.

a. Future Programs:

- August 21, 6:00 pm: Guided Meditation
- September 11, Device Day/Night, 1-3 p.m. and 5-7 p.m.
- September 12, Lego and Game Night, 4-8 p.m.
- September 26, Fall Flower Arranging, 6 p.m.

*Weekly Storytime starts Wednesday, September 11.

b. The Summer Reading Program ended and was again successful. This year 345 children signed up for the program and read for 2,046 hours. Additionally, 1,021 people attended the performer programs.

c. Pam, Heather, and Wayne staffed the Monarch Library System booth at the Dodge County Fair from 6:00-10:00p.m. on Saturday, August 17.

d. During recent inspection of the library elevator, a problem was found with the hydraulic packing, which could not be resolved without a complete replacement.

e. The annual WLA conference will be held October 9-11 at the Kalahari Convention Center in Wisconsin Dells.

ARTICLE VII. No Old Business.

ARTICLE IX: New Business:

a. The Board recognized that the library elevator service is not only required by law, it is also vital to providing upstairs access to those patrons who cannot easily walk the steps.

Motion by Hintze, supported by Sullivan, to cover no more than the \$5,498 cost of the repair as quoted by the Otis Elevator Company, with the funds taken from the Library Trust Fund. Motion passed 7-0 on roll call.

b. Motion by Hintze, supported, by Schulz, to accept and approve the 2020 Library Budget, including all staff wages, as recommended by the Library Budget Committee. Motion carried 7-0 on roll call.

ARTICLE X: Motion by Rohrer, supported by Martens, to adjourn at 5:21 p.m. Motion carried.

Next tentative meeting: September 23, 2019, at 4:30 p.m.

SANDRA ROHRER Secretary
SR/bkj