

**Draft Minutes of the Waupun Public Library Board Meeting  
October 28, 2019**

The monthly meeting of the Waupun Public Library Board was called to order by Claudia Waskow, President, at 4:45 p.m. on October 28, 2019. Also present were Martens, Schulz, Westphal, Sullivan, Garcia, Jaeger, and Rohrer. Hintze was absent. Mayor Julie Nickel was welcomed as a guest. President Waskow left at 5:15 p.m., at which time Dr. Martens, Vice President, presided.

ARTICLE I: Motion by Sullivan, supported by Martens, to accept the minutes of the September 23, 2019 meeting as written.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

1. 2019 circulation/downloads through end of September was 111,531 items.
2. 2019 library visits through the end of September was 54,654 people.
3. 2019 rural circulation through the end of September was 29,257 items.
4. Notably, total Juvenile Circulation was up again through September by 10.1%.

ARTICLE IV: Current budget was discussed. It is at 75%. That is exactly where it should be.

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

ARTICLE VI: No committee Reports.

ARTICLE VII: Librarian's Report.

a. Future Programs:

October 25 - Monster House movie was shown at 1 p.m. followed by the stuffed animal sleepover.

October 31 - Autumn Aromatherapy Bracelet Make and Take, 6:00 p.m.

November 6 - Tech Days from 1-3 p.m. and 5 -7 p.m.

November 7 -The Lion King (2019) movie showing at 1:00 p.m. and 6:00 p.m.

November 12 -Luna Love Aromatherapy Bracelet Make and Take, 6:00 p.m.

November 14 - Lego/Game night from 4 - 8 p.m.

b. Both staff and patrons are enjoying the fact that the elevator has now been repaired and is in good working order.

c. LED lighting conversion. Much of the library is finished. The electricians had been waiting for some light fixtures and light collar to arrive. Work will continue on Tuesday, October 29, 2019. This will require moving furniture, shelving, etc. to give workers access to areas in which they need to work.

d. Tami, Heather, Pam and Bret attended the Community Services event held at the Safety Building on October 7. The library's table included a prize wheel, raffles for an Amazon gift card or a Lego set, information in the form of flyers and the ability for individuals to sign up for a library card. The table attracted approximately 200-300 people. There were 154 entries for the Amazon gift card and 169 entries for the Lego Set and one person signed up for a library card.

- e. The library received a \$5,000 grant from the Nelson G. and Vera C. Hicks Charitable Foundation. As in previous years, these funds will be used for the Summer Reading Program and to support the youth areas of the library.
- f. Pam initiated Sling, a free online scheduling software, which is now being used by the library. Staff can now view their shifts from anywhere, and submit requests. The free version provides the basics, but the paid version would open up more options, such as swapping.
- g. The Stuffed Animal Sleepover was held on October 25 and was a definite success.
- h. Bret attended the Trustee Dinner and found it very informative.
- i. Next week the library will host the VFW essay contest judging panel, and Bret will be one of the judges.
- j. Electricians will be installing a wired doorbell at the back door this Thursday.

ARTICLE VIII. No Old Business.

ARTICLE IX: New Business:

- a. Motion by Martens, supported by Rohrer, to officially change the normal start time of future Library Board meetings from 4:30 p.m. to 4:45 p.m. Motion carried.
- b. The Circulation Policy was presented to the Board. Revisions suggested by Board members will be acted upon at the November meeting.
- c. Motion by Sullivan, supported by Westphal, to go into closed session to consider, deliberate or confer on matters under Section 19.85(1)(c) of the Wisconsin Statutes for the following: (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Motion carried unanimously
- d. Motion by Westphal, supported by Sullivan, to reconvene to open session under Section 19.85 (2) of the Wisconsin Statutes. Motion carried unanimously.
- e. No action from closed session.

ARTICLE X: Motion by Westphal, supported by Schulz, to adjourn at 5:45 p.m. Motion carried.

Next tentative meeting: November 18, 2019, at 4:45 p.m.

SANDRA ROHRER Secretary  
SR/bkj