

**Minutes of the Waupun Public Library Board Meeting  
March 23, 2020**

The meeting of the Waupun Public Library Board of Trustees was called to order by Claudia Waskow, President, at 4:45 p.m. on March 23, 2020. Also present were Sullivan, Westphal, Garcia, Jaeger, and Rohrer, virtually via Facetime. Hintze, Martens and Schultz were absent. Jaeger volunteered to take minutes.

ARTICLE I: Motion by Sullivan, supported by Westphal, to accept the minutes of the February 17, 2020 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

1. Circulation/downloads through the end of February was 23,673 items.
2. Library visits through the end of February was 10,865 people.

ARTICLE IV: Current budget was discussed.

ARTICLE V: Motion by Sullivan, supported by Westphal, to pay the March bills. Motion carried 4-0 on roll call. Sullivan appointed to sign the list of bills.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarian's Report.

- a. Librarians Report was reviewed.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

- a. Motion by Rohrer, supported by Westphal, to close the library on Saturday, December 26, 2020. Motion carried.
- b. Motion by Sullivan, supported by Westphal, to become a fine free library for overdue materials effective immediately. Motion carried.
- c. Motion by Westphal, supported by Sullivan, to authorize the Library Director to release future expenses if the Library Board does not convene due to an emergency closing in the future, to include payments to part-time staff working from home during this emergency closure, with payment to part-time staff not to go past the pay period ending May 30, 2020, if the library is still closed. Motion carried 4-0 on roll call.

ARTICLE X: Motion by Westphal, supported by Sullivan, to adjourn at 5:23 p.m. Motion carried.

Next tentative meeting: April 20, 2020, at **4:45 p.m.**

Bret Jaeger, Acting Secretary