

**Minutes of the Waupun Public Library Board Meeting
Wednesday, February 16, 2022**

The Waupun Public Library Board was called to order by Beverly Martens, President, at 4:30 p.m. on Wednesday, February 16, 2022. Present were, Schultz, Gehl, Langford, Garcia, and Jaeger. Also present via Zoom: Sullivan, and Rohrer. Hintze was absent.

ARTICLE I: Motion by Schultz, supported by Gehl, to accept the minutes of the January 19, 2022 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics continue to slowly improve.

- a. Circulated/downloaded/loaned: 9,827 items in January.
- b. Drive-thru window service: handled 111 transactions in January.

ARTICLE IV: The 2022 Budget was discussed with no concerns noted.

ARTICLE V:

- a. Motion by Sullivan, supported by Langford, to pay February bills. Motion carried 6-0 on roll call.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians' Report.

- a. **Interior Signage:** Warrior Innovation class was at the library with different font sizes to see if the sizes were correct for various distances. The project continues to move forward.
- b. The Waupun Public Library Annual Report for the Department of Public Instruction has been completed, reviewed by the Monarch Library System for accuracy, and will be considered under New Business for Board approval.
- c. Buckstaff company installed new storage cabinets in the Carnegie and Shaler rooms. The popularity of Take and Make Kits resulted in a need for storage for supplies.
- d. **Virtual Programming:** Carol Shirk presented a program about "Phenology: (Study of life cycles of plants and animals and related environmental changes.).
March 22: Waupun Historical Society;
April 5: Carol Shirk will return to talk about Square Foot Gardening.
Staff will be offering a take and make craft at least once a month for kids and adults, dependent on available funds.
- e. **Staffing:** Doreen Lont will be leaving the Interlibrary Loan position on February 18 after twenty-one years of working in the library. Wayne Fix will be promoted to fill that

half-time Interlibrary Loan position, which includes a probationary period of up to six months. Thank you, Doreen, for your many years of service. You and your smile will be missed.

f. The Fond du Lac Health Department has asked that the Library be a distribution point for face masks. More information to come.

ARTICLE VIII: Old Business:

a. Meeting Room: Even though COVID numbers are coming down, after discussion of COVID data available, the Board members agreed with Jaeger's recommendation that the meeting rooms will continue to remain closed for the present.

b. No action required on Interior Signage at this time.

ARTICLE IX: New Business:

a. Motion by Rohrer, supported by Martens, stating that the Monarch Library System did provide effective leadership and adequately met the needs of the library in 2021. Motion carried.

b. Motion by Schultz, supported by Gehl, to accept the 2021 Waupun Public Library Annual Report for the DPI as presented. Motion carried.

ARTICLE IX: Motion by Sullivan, supported by Rohrer, to adjourn at 5:09 p.m. Motion carried.

***Next tentative meeting: Wednesday, March 16, 2022 at 4:30 p.m. The Board will meet face to face at the Library, with some members attending virutally. Efforts are being made to provide availability for ~~the~~ those unable to attend in person.**

SANDRA ROHRER Secretary
SR/bkj