

Minutes of the Waupun Public Library Board Meeting May 18, 2020

The online Zoom meeting of the Waupun Public Library Board was called to order by Beverly Martens, Vice President, at 4:45 pm on May 18, 2020. Also present were Hintze, Schultz, Westphal, Garcia, Jaeger, and Rohrer. Sullivan was absent.

Janet Gehl was welcomed as a newly appointed member of the Board, along with mayoral appointments Sadie Schultz and Alderman Jason Westphal. Claudia Waskow left the Library Board in March after many years of serving on the Board as President. Her love of the library was obvious. Her commitment to the continuing success of the library throughout the years is greatly appreciated. Thank you, Claudia. You will be missed.

ARTICLE I: Motion by Schultz, supported by Hintze, to accept the minutes of the March 23, 2020 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

1. Circulation/downloads through end of April, 2020 was 34,121 items.
2. Library visits through the end of April, 2020 was 14,726 people.
3. A majority of Monthly Statistics YTD will be negatively affected since the closure beginning in mid-March due to the Covid-19 Virus.

ARTICLE IV: Current budget was discussed. No issues noted.

ARTICLE V: Motion by Schultz, supported by Hintze, to pay the May bills. Motion carried. 6-0 on roll call. Because the meeting was a Zoom meeting, Rohrer was not available to sign the bills. Jaeger was appointed to sign the list of bills.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarian's Report.

a. Curbside service began on Monday, May 11. All procedures were in place for minimal staff contact with each other, and there is no contact between staff and patrons picking up materials. Adjustments will be made as deemed necessary.

b. The library will receive an estimated \$5,000 from the Ellen Johnson estate. Since the funds can only be transferred from her Edward Jones investment account to another Edward Jones account, an Edward Jones account for the library is being set up. Once completed, the library will be prepared in future years to receive other such estate gifts held in Edward Jones investment accounts.

c. DPW is looking at a new phone system for city hall and is including the library. After reviewing marketing documents, Jaeger feels the system the library has at this time is stable and reliable. Also, we have just reached the return on investment from the purchase

of needed equipment three years ago when we switched to Spectrum. This new system would also require the purchase of new phones.

d. Cough/sneeze shields have been installed around the circulation desk and several workstations to protect staff once the library building is opened.

e. The Board engaged in a lengthy discussion concerning the reopening of the library. Considering there has been little guidance statewide as to the proper procedure for safety of staff and patrons, and there are many questions concerning safety, Jaeger and Garcia will create a plan, using all available information, including attention to results of other libraries which may have reopened, and provide the plan to the board members a week before the June 15th meeting. This will provide an opportunity for members to study the plan, and come with questions and concerns. The Board will then be able to make an informed decision on a reopening date.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

a. Motion by Hintze, supported to Rohrer, to nominate and elect Bev Martens as President. Motion carried unanimously.

b. Motion by Gehl, supported by Rohrer, to nominate and elect Jan Sullivan as Vice President. Motion carried unanimously.

c. Motion by Hintze, supported by Westphal, to nominate and elect Rohrer as Secretary-Treasurer. Motion carried unanimously.

d. Sullivan and Rohrer were appointed to the Evaluation Committee.

e. In order to maintain consistency: Motion by Rohrer, supported by Westphal, to hold all future Library Board meetings at 4:45 pm on the third Monday of every month. Motion carried.

f. Motion by Westphal, supported by Hintze, to continue to pay part-time staff working from home during this emergency closure, with payment not to go past the pay period ending June 27, 2020. Motion carried 6-0 on roll call.

ARTICLE IX: Motion by Rohrer, supported by Westphal, to adjourn at 5:46 pm. Motion carried.

Next tentative meeting: **June 15, 2020, at 4:45 p.m.**

SANDRA ROHRER Secretary
SR/bkj