

Minutes of the Waupun Public Library Board Meeting October 19, 2020

The meeting of the Waupun Public Library Board was called to order by Beverly Martens, President, at 4:46 p.m. on October 19, 2020. Also present were Schultz, Sullivan, Gehl, Westphal, Garcia, Jaeger, and Rohrer, per Zoom. Hintze was absent.

ARTICLE I: Motion by Rohrer, supported by Westphal, to accept the minutes of the September 20, 2020 meeting as corrected with the addition of the words “items circulated” after Article III, (a), and the word “visits” after Article III, (b).

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

- a. Downloads (OverDrive) up 25.5% YTD
- b. 72,999 items circulated YTD
- c. 2,072 curbside transactions YTD

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

ARTICLE V: Motion by Rohrer, supported by Gehl, to pay the October 2020 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 given authorization to do so.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians’ Report.

- a. A quote for under \$6,000 for the drive-up window project has been received from Hometown Glass, which does not include the cost of cutting through the wall if necessary. Library still waiting to hear from Portage Glass.
- b. The 2021 City Budget is still in progress. Departments have been making more cuts in order to bring down expenses. Another budget meeting to be held Tuesday, October 20, 2020.
- c. After resignation of West Bend Library Director, Chair of Monarch Library System Governance Committee, Vice-Chair, Jaeger will supervise the committee until a new Chair is elected.
- d. The library is back to full staff after one member was directed to quarantine after being exposed at school and another was directed to quarantine to work from home after Covid-19 issues at her daycare. A new page, Mason Kuhn, has been hired to replace Allison Indermuehle.
- e. DPW Director, Jeff Daane, dropped off a “fogger” machine, which is being used to spray throughout the building on a regular basis in an effort to kill any viruses which may be present.
- f. Police were contacted concerning an inappropriate phone call received at the library.
- g. Unique Management Services, the library collection agency, sent out the annual report. Library return on Investment for the past 12 months is \$9:1, an excellent return considering a \$3:1 is the average return.

h. Jaeger presented Wisconsin State Statute 43.58(1) for board review. A portion of the statute follows:

“The library board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund, and of the purchase of a site and the erection of the library building whenever authorized.”

i. Pam’s COVID-19 Report: (a summary)

Curbside is operating smoothly. Quarantining remains at 7 days. As a precaution for the safety of staff and patrons, before shortening our quarantining time we are waiting for the REALM literature review related to other studies of length of time COVID-19 virus lives on surfaces. Other viable solutions, such as heat and UV light are being investigated, but as of yet, their effectiveness has not been determined.

j. The “Dewey Awards” were presented at the staff meeting on Friday, September 24, 2020.

ARTICLE VIII: No old Business.

ARTICLE IX: New Business:

a. Motion by Sullivan, supported by Rohrer, to authorize the Library Director to sign the list of bills for future online meetings. Motion carried.

b. Motion by Westphal, supported by Rohrer, to cancel all reservations for the library meeting rooms indefinitely. Motion carried.

ARTICLE IX: Motion by Sullivan, supported by Westphal, to adjourn at 5:22 p.m.. Motion carried.

Next tentative meeting: **Monday November 16, 2020, at 4:45 p.m. per Zoom.**

SANDRA ROHRER Secretary
SR/bkj