

**Minutes of the Waupun Public Library Board Meeting  
Wednesday, July 21, 2021**

The Waupun Public Library Board was called to order by Beverly Martens, President, at 4:37 p.m. on Wednesday, July 21, 2021. Also present were Schultz, Gehl, Garcia, Jaeger, and Rohrer. Sullivan was present per Zoom. Hintze was absent. Will Langford was welcomed as the representative of the City Council.

ARTICLE I: Motion by Schultz, supported by Gehl, to accept the minutes of the June 16, 2021 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

- a. Circulated/downloaded/loaned: 56,362 items through the end of June.
- b. Curbside service: handled 1,544 transactions through the end of June.

ARTICLE IV: The 2021 budget was discussed with no concerns noted.

ARTICLE V:

- a. Motion by Rohrer, supported by Schultz, to pay the July bills. Motion carried on 6-0 roll call.

ARTICLE VI: Committee Reports: The Library Director Evaluation Committee will present its report under New Business in Closed Session.

ARTICLE VII: Librarians' Report.

- a. A \$5,000 grant was received from the Nelson G. and Vera C. Hicks Charitable Foundation. In the past these funds have been used for our annual Summer Reading Program and enhancing the library youth area.
- b. The Summer Reading Virtual Programs have been very successful, with 886 viewing the programs online. The last program, which was scheduled as an outdoor program, was cancelled due to weather. The program has been rescheduled for August 5.
- c. The drive-thru window should be received by the end of this week with installation beginning the week of 8/2. Prep work is scheduled to begin the middle/end week of 7/26.
- d. The adult summer craft series has been extremely successful. The supply of 33 crafts was gone within the first week for July. The second batch is ordered for the remaining weeks of July.
- e. Brooke Vander Galien and Zander Disbrow have been hired as Pages to replace Bryce Greenfield and Winston Grimes, who have been promoted to night staff.

f. Two candidates for the Monarch System Director position have been interviewed and the process is moving along.

g. The Board was given a Calendar For Adoption of 2022 City Budget.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

a. As a reminder, the Board was presented with a copy of the most recent City of Waupun Face-Covering Requirements. Motion by Schultz, supported by Rohrer, that the library staff continues to follow the City of Waupun and CDC guidelines concerning face-coverings as presented. The staff will continue its practice of wearing a mask when interacting with patrons who are wearing masks. Motion carried.

b. Considering the volatility of the situation with COVID, meeting rooms will remain closed at this time.

c. Motion by Rohrer, supported by Gehl, to go into closed session to consider, deliberate or confer on matters under Section 19.85(1)(c) of the Wisconsin Statutes, at this time for the purpose of evaluation of Library Director. Motion carried unanimously.

d. Motion by Schultz, supported by Rohrer, to reconvene to open session under Section 19.85(2) of the Wisconsin Statutes. Motion carried unanimously.

e. Motion by Gehl, supported by Schultz, to accept Jaeger's 2022 Goals. Motion carried unanimously.

f. Motion by Schultz, supported by Gehl, to accept Jaeger's 2020-2021 Evaluation. Motion carried unanimously.

ARTICLE X: Motion by Gehl, supported by Rohrer, to adjourn at 5:36 p.m. Motion carried.

**\*Next tentative meeting: Wednesday, August 8, 2021 at 4:30 p.m. The Board will meet face to face at the Library, with a virtual option for those who cannot physically attend.**

SANDRA ROHRER Secretary  
SR/bkj