

**Minutes of the Waupun Public Library Board Meeting
Wednesday, May 19, 2021**

The meeting of the Waupun Public Library Board was called to order by Beverly Martens, President, at 4:33 p.m. on Wednesday, May 19, 2021. Also present were, Schultz, Hintze, Gehl, Sullivan, Garcia, Jaeger, and Rohrer, via Zoom.

Dr. Bev Martens and Sandy Rohrer were recognized for being re-appointed to the Library Board by the Mayor.

ARTICLE I: Motion by Sullivan, supported by Schultz, to accept the minutes of the April 21, 2021 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics will continue to be affected by COVID.

- a. Circulated/downloaded/loaned: 35,958 items through the end of April, up 5.4% YTD.
- b. Curbside service: handled 1,501 transactions through the end of April.

ARTICLE IV: The current budget was discussed.

ARTICLE V:

- a. Motion by Hintze, supported by Gehl, to pay the May bills. Motion carried on 6-0 roll call.

ARTICLE VI: The Library Director Evaluation Committee has been connecting per email and will be meeting Thursday, May 22 to begin the revision of the present evaluation process. It will then move on to the evaluation of the director.

ARTICLE VII: Librarians' Report

- a. Tracking foot traffic during the last hour of Friday continued as adjusting the Friday and Saturday hours is being considered. With a change, total hours would stay the same; one hour would be subtracted from Friday and added to Saturday. Both days would then be open from 9 am-4:30 pm. Action to be taken under New Business.
- b. Summer Reading Program theme is "Tails and Tales." Virtual events are scheduled for May 19, June 16, 23, 30, and July 7. Further details available at the library or on the library's Facebook page.
- c. At this time the starting date of the the Drive-up window project remains June 7, 2021.
- d. Staffing: One of our desk assistants is leaving and a Library Page, Bryce Greenfield, has been promoted to fill the position. Applications are being received for the Library Page opening available in June. Our Circulation Librarian will also be leaving and her position will need to be filled.

e. The Senior Center has been spotlighting a city department every month. May 25, at 11:30 a.m., Bret, Pam and Tami will be presenting a brief program at the Waupun Senior Center as the spotlight. It will be recorded and posted on the library's YouTube page.

f. Adult Programming:

Eleanor Brinsko of Carlon Genealogical Services, presented the program titled "Get Started on Your Genealogy." There were 9 people in attendance. The program was recorded and Eleanor has allowed the library to keep the video up on its YouTube page (link accessible through the library website) for a month. A handout related to the program is available on the website as well.

Upcoming programs:

- *An adult take and make craft series during June, July, and August

- *A painting program in September

- *Chad Lewis, paranormal researcher, in October

- *Beth Amos, author, in November

Future programs are being developed. All programs will be virtual unless social distancing recommendations change.

g. The 2021 Dewey Awards will be presented during staff meeting on May 21st.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

a. Motion by Rohrer, supported to Hintze, to nominate and re-elect Beverly Martens as Library Board President. Motion carried unanimously.

b. Motion by Hintz, supported by Rohrer, to nominate and re-elect Jan Sullivan as Library Board Vice-President. Motion carried unanimously.

c. Motion by Sullivan, supported by Gehl, to nominate and re-elect Rohrer as Library Board Secretary-Treasurer. Motion carried unanimously.

d. Motion by Rohrer, supported by Sullivan, to hold the monthly Library Board meeting at 4:30 p.m. on the 3rd Wednesday of each month. Motion passed unanimously.

e. Motion by Schultz, supported by Hintze, to allow Jaeger to fill the Circulation Librarian position, which will open in mid-July. Motion carried.

f. As a result of COVID, the Library ended 2020 with a budget surplus of approximately \$81,000.

Motion by Rohrer, supported by Sullivan, to accept the City of Waupun's Finance Director's proposal regarding the 2020 library budget surplus. The proposal is as follows:

- a. Reserve \$29,000 of the surplus for drive-up window installation costs, as this expense was not included in the 2021 Budget.
- b. Reserve an additional \$14,000 of the surplus for Accounts Payable and Accrued Payroll costs. These were 2020 expenses, but were not paid for until 2021.
- c. Transfer the remaining \$38,000 to the City's Capital Improvement Fund. This process is in line with how the 2020 Budget surpluses were handled for other City departments.

Motion carried on 6-0 roll call.

g. Motion by Schultz, supported by Hintze, to accept Jaeger's recommendation to increase the Unique Collection Agency Threshold from \$30.00 to \$50.00. Motion carried.

h. Motion by Sullivan, supported by Rohrer, to change the hours of operation on Friday and Saturday, with one hour subtracted from Friday and added to Saturday. Both Friday and Saturday hours would be 9 am - 4:30 pm. This change will begin on Friday, June 4th. Motion carried.

i. Considering the recent update of the CDC, Bret developed and presented a plan, called Mask Expectations. The purpose of this plan is to help keep staff and patrons safe as the library adjusts to the new mask recommendations of the CDC. Staff will be given an opportunity to provide suggestions, ask questions and address concerns at the staff meeting on Friday, May 21.

ARTICLE IX: Motion by HIntz, supported by Rohrer, to adjourn at 5:44 p.m. Motion carried.

***Next tentative meeting: Wednesday, June 16, 2021 at 4:30 p.m. The Board will meet face to face at the Library, but efforts are being made to provide availability for the those unable to attend in person.**

SANDRA ROHRER Secretary
SR/bkj