

**Minutes of the Waupun Public Library Board Meeting
Wednesday, September 15, 2021**

The Waupun Public Library Board was called to order by Dr. Bev Martens, President, at 4:30 pm on Wednesday, September 15, 2021. Also present were, Schultz, Gehl, Garcia, Jaeger, and Hintze via Zoom. Langford, Rohrer, and Sullivan were absent. With the absence of the Secretary, Jaeger volunteered to record the minutes.

ARTICLE I: Motion by Schultz, supported by Gehl, to accept the minutes of the August 18, 2021, meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

- a. Circulated/downloaded/loaned: 77,301 items through the end of August.
- b. Curbside service: handled 1,580 transactions through the end of August.

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

ARTICLE V:

- a. Motion by Schultz, supported by Gehl, to pay the September bills. Motion carried 4-0 on roll call. Gehl appointed to sign the list of bills.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians' Report.

- a. Drive-thru Window Project is nearly complete. Currently waiting for signage.
- b. The library is looking at providing a disc cleaning service to patrons due to the closing of Family Video, where the service had been offered. Details will be provided under New Business.
- c. Donations received in memory of Jim Henderson have reached \$300, with more donations anticipated.
- d. After investigation, the library staff has recommended that Fax charges be changed to \$1 for first page, and 25 cents per pages after. This is also a New Business item and will be discussed further in the agenda.
- e. Bret and Pam will be meeting with the Warrior Fabrication class on Monday, September 20, regarding interior signage.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

- a. Motion by Schultz, supported by Hintze, to approve the following staff as authorized signatures for the Library's manual checkbook currently associated with the National Exchange Bank and Trust: Bret Jaeger, Pam Garcia, Emily Sanders, and Tami Lont. Motion carried 4-0 on roll call.
- b. Motion by Schultz, supported by Gehl, to approve new Fax charges of \$1 for first page, and 25 cents per page after first page. Motion carried 4-0 on roll call.
- c. Motion by Schultz, supported by Gehl, to approve the disc cleaning service and the supporting documents. Motion carried 4-0 on roll call.

ARTICLE X: Motion by Hintze, supported by Gehl, to adjourn at 5:11 p.m. Motion carried.

***Next tentative meeting: Wednesday, October 20, 2021 at 4:30 p.m. The Board will meet face to face at the Library, but efforts will be made to provide availability for those unable to attend in person.**

Bret Jaeger, Acting Secretary