

**Minutes of the Waupun Public Library Board Meeting  
Wednesday, August 18, 2021**

The Waupun Public Library Board was called to order by Jan Sullivan, Vice President, per Zoom in the absence of Beverly Martens, President, at 4:36 pm on Wednesday, August 18, 2021. Dr. Martens attended shortly after the meeting convened. Also present were, Schultz, Gehl, Garcia, Langford, Jaeger, and Rohrer. Hintze was present per Zoom.

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

Motion by Hintze, supported by Rohrer, to amend the previous motion: to accept the minutes of the July 21, 2021 meeting after correcting the phrase, "Next tentative meeting: **Wednesday, August 8**" to read, "Next tentative meeting: **Wednesday, August 18**." Motion carried unanimously.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

- a. Circulated/downloaded/loaned: 67,034 items through the end of July.
- b. Curbside service: handled 1,560 transactions through the end of July.

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

ARTICLE V:

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

ARTICLE VI: Budget Committee Report given under New Business.

ARTICLE VII: Librarians' Report.

- a. Drive-thru Window Project Update: The contractor portion is near completion. Next will be installation of circulation computer and phone by the window, then exterior signage is being considered.
- b. Staffing: With recent changes in staff positions, four employees are in probationary training period and are doing well.
- c. Take & Make Kits have been very popular. The last 4 kits were picked up by 169 residents! Great work Tami, Heather and Pam!
- d. Book Bingo from June 7-August 7 was played by 20 people. Lisa Bille does a great job organizing these events.

e. Because of the popularity of the Take & Make home projects there is a need for more storage for all the materials. We are looking at adding lockable storage cabinets in the Carnegie and Shaler rooms.

f. Summer Reading Program: For 2021, there were 252 kids registered, and the five performer programs were attended by 1,481. Another successful year, Tami.

g. Both Tyra Walters and Mira LaCrosse were recognized by the Board for their hard work and commitment to making the library a welcoming place for our patrons during their years of service. We thank them and wish them well in their future endeavors.

#### ARTICLE VIII: Old Business:

a. Due to the unpredictability of Covid, the meeting rooms will remain closed to the public.

b. The library will continue to follow the City of Waupun and CDC guidelines concerning face-coverings for staff inside the library.

#### ARTICLE IX: New Business:

a. Motion by Martens, supported by Sullivan, to approve and forward to the City, the 2022 Library Budget request as recommended by the Library Budget Committee. Motion carried 7-0 on roll call.

ARTICLE X: Motion by Gehl, supported by Langford, to adjourn at 5:15 p.m. Motion carried.

**\*Next tentative meeting: Wednesday, September 15, 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.**

SANDRA ROHRER Secretary  
SR/bkj