

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

The meeting of the Waupun Public Library Board was called to order by Beverly Martens, President, at 4:32 p.m. on Wednesday, April 21, 2021. Also present were Schultz, Hintze, Gehl, Sullivan, Westphal (due to job responsibilities arrived shortly before the meeting ended), Garcia, Jaeger, and Rohrer, via Zoom.

*Following this meeting, Council representative, Jason Westphal will be leaving the Board to accept responsibilities on other city committees. The Board thanked him for his time and his commitment to support the library and to keep the Board connected to the City. Getting his point of view as a member of the City Council was vital to continued good relationships with the City. Thank you, Jason!

ARTICLE I: Motion by Sullivan, supported by Schultz, to accept the minutes of the March 17, 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: 26,679 items through the end of March.
- b. Curbside service: handled 1,470 transactions through the end of March.

ARTICLE IV: The Budget was discussed. No concerns noted.

ARTICLE V:

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

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians' Report.

a. Drive-up window project: The company is in the process of manufacturing the window/drawer. It will be several weeks before it is delivered.

b. Summer Reading Program and Performers: Performers will be virtual, while looking for other options to provide safe programming. The intent of the summer reading program remains the same: to keep kids reading throughout the summer so they don't fall behind when school starts. We will have the usual Reading Logs so kids can keep track of books they read during the program, with incentive prizes for the different levels of reading reached during the program.

c. For several years, Bret has been wondering about changing Friday and Saturday hours. 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. This will be addressed in the future.

d. **Virtual Programming:**

- *1. April 20 at 6:30 p.m.: Waupun Historical Society, “Say Cheese.” A brief local history of farming and a recreation of a century-old cheese recipe. (Attended by 7 people.)
- *2. May 6 at 6:30 p.m.: Eleanor Brinsko of Carlon Genealogical Services. “Get started on Your Genealogy.” An introductory program about genealogy.
- *3. June, July, and August: a “Summer Craft Series” for adults. More details on the series and the fall programming to come.

e. Replacing automatic door touch pads with motion sensors is being considered. Due to forceful daily use, the contacts bend inside and the doors will not close. DPW is called for repairs and have needed to call in a company to repair one of the pads. Due to the complexity of installing contactless sensors, further investigation will be required to determine if the library could go that route.

f. Raising the dollar threshold of using the library collection agency is being considered.

g. Bret will be giving a library tour to two new aldermen. He will include a packet entitled “Library Board Powers and Duties,” which will help them understand laws affecting libraries.

h. The library has received a memorial gift in memory of Alene Hull with a request for the purchase of a specific book.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

a. Motion by Sullivan, supported by Rohrer, to accept the job description revisions as presented, to be effective May 2, 2021. They include Audiovisual and Promotions, Library 3 (full-time); Processing and Repair, Library 3 (part-time), and Interlibrary Loan, Library 3 (part-time), with the Library Director to adjust wages on the grid. Motion carried on 6-0 roll call.

ARTICLE IX: Motion by Rohrer, supported by Sullivan, to adjourn at 5:21 p.m. Motion carried.

Next tentative meeting: **Wednesday, May 19, 2021 at 4:30 p.m.via Zoom**

SANDRA ROHRER Secretary
SR/bkj