

## **Minutes of the Waupun Public Library Board Meeting September 21, 2020**

The meeting of the Waupun Public Library Board was called to order by Beverly Martens, President, at 4:48 p.m. on September 21, 2020. Also present were Hintze, Schultz, Sullivan, Gehl, Westphal, Garcia, Jaeger, and Rohrer, per Zoom.

ARTICLE I: Motion by Sullivan, supported by Gehl, to accept the minutes of the August 17, 2020 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

1. Downloads (OverDrive) up 24% YTD.
  - a. 64,839 YTD
  - b. 20,885 YTD
  - c. Curbside: 1,335 residents

ARTICLE IV: Current budget was discussed with no concerns noted.

ARTICLE V: Motion by Rohrer, supported by Hintze, to pay the September bills. Motion carried, 7-0 on roll call. Because the meeting was a Zoom meeting, Rohrer was not available to sign the bills. Jaeger was given authorization to do so.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians' Report.

- a. Statistics will now reflect the fact that the library has returned to curbside pickup.
- b. Bret is waiting for quotes on the drive-up window project which is being investigated. A drive-up window would create a system which would be more efficient, would prevent staff from having to go out into the elements during a curbside delivery, and also keep patrons safe by allowing them to pick up books without getting out of their vehicles, especially in inclement weather.
- c. The library remains in curbside service mode because one of our counties (Fond du Lac) moved back to Phase 1 of their Covid-19 plan. As of 9-18-2020, Dodge County moved back to Phase 1 of their Covid-19 Plan. This was not known at the time the librarian's report was written, but was known at the time of the board meeting.
- d. The library is back to full staff, which is a good thing. It might be thought that because the library is back to curbside service the staff should find little to keep them busy. In reality, the opposite is true. Because staff is working with fewer people at one time they often find themselves busier than when the library is actually open. They are gathering material for patrons, answering phone calls, and delivering materials as patrons arrive.
- e. Michelle Kast, City Finance Director, has been working with John Taylor regarding the issue of donating funds to the library from an Edward Jones account. The latest information: the Library Board will not be able to keep an Edward Jones account for future donations, since Edward Jones is not registered as a municipal advisor with the State of Wisconsin.

f. Pam's Report.

Curbside services are going well for the most part. Staff is doing their best to help patrons struggling with the change, working to get them whatever they need. They appreciate the positive comments, a recent one from a patron being, "the kindness and cheeriness of the staff does not go unnoticed."

We have been watching the REALM study closely, and recently went to a 7-day quarantine based on the results indicating the existence of the virus on library materials in a stacked configuration. The REALM study partners are in the midst of a literature review and additional testing. Important questions we don't know answers to include whether or not the virus is actually transmittable off of library materials and how many particles of the virus is needed to get an individual sick. Knowing these answers would allow us to provide a balance between keeping the public safe and providing their materials in a timely manner. Right now we are basing our decision solely on the existence of the virus on the material.

Directly related to the quarantine is the delay of materials becoming available for patrons. Items within the system are taking up to 2 weeks to be available for patrons to pick up. Items shipped through WISCAT/ILL are taking 3-4 weeks.

COVID has resulted in three additional homebound patrons for me to manage, resulting in a total of seven. An eighth patron is managed by another staff member. A third staff member manages materials for the Christian Home and Prairie Ridge.

Applications for the page position are due this Saturday, September 19. I am hoping for an October 17 start date so that I can be present.

g. The "Dewey Awards" will be presented at the staff meeting on Friday, September 24, 2020.

h. The library meeting rooms will remain closed until further notice.

ARTICLE VIII: Ellen Johnson Estate/Edward Jones account.

Motion by Sullivan, supported by Hintze, stating once the funds from the Ellen Johnson Estate's Edward Jones account are received, they will be transferred to the Library Board's Local Government Investment Pool (LGIP) fund. Motion carried, 7-0 on roll call.

ARTICLE IX: New Business.

a. Because of the unpredictability caused by COVID-19, the Library Operations Guidelines will be accepted as presented, with the recognition that they could possibly change as the situation changes.

ARTICLE IX: Motion by Hintze, supported by Rohrer, to adjourn at 5:14 p.m. Motion carried.

Next tentative meeting: **Monday October 19, 2020, at 4:45 p.m. per Zoom.**

SANDRA ROHRER Secretary  
SR/bkj