

**Minutes of the Waupun Public Library Board Meeting
April 22, 2013**

The monthly meeting of the Waupun Public Library Board was called to order by Amy Pike, President, at 4:15 p.m. on Monday, April 22, 2013. Also present were Martens, Vanderkin, Waskow, Procise, Jaeger, Garcia, and Rohrer. Gubin was absent.

ARTICLE I: Motion by Vanderkin, supported by Martens, to accept the minutes of the March 18, 2013 meeting as written. Motion carried.

ARTICLE II: A representative of the Meadow View Elementary School PTO was present with a request that the Library Board make an exception to the policy which does not allow fundraising to be held in the library. Board decision noted under New Business.

ARTICLE III: Monthly statistics

- a. Total Junvenile circulation was up again by 1% Year-to-date. Total circulation was up 2.7% Year-to-date. 40,026 items this year, 39,233 items one year ago.
- b. Collection agency: Dollars received since May 1999/ \$15,646.69
Materials returned since May 1999/ \$24,545.64

ARTICLE IV: Current budget was reviewed. No problems noted.

ARTICLE V: Motion by Waskow, supported by Procise, to pay the bills as presented. Motion carried.

ARTICLE VI: No Committee Reports

ARTICLE VII: Librarian's Report

- a. Draft agreement between the Waupun Public Library Board and Fine Arts Incorporated was ready for discussion and approval.
- b. National Library Week was a great success. Programs were presented by authors Bill Jamerson, (30 people attended), Chad Lewis, (45 people attended), and Jerry Apps, (47 people attended). Antique appraiser, Mark Moran, saw approximately 50 people who brought items to be appraised.
- c. The library staff has been exposed to active shooter training presented by Detective Brian O'Donovan. Training was followed up by staff receiving written guidelines and at the March staff meeting there was a review of the guidelines and a walk-thru to the designated safety area. The DPW is making modifications to the safety area.
- d. Bret, Pam and Heather Van Buren will be attending the WAPL Conference in May.
- e. Bret and Pam are in the process of reviewing applications for the summer intern positions.
- f. The Board received a copy of the City of Waupun resolution regarding public property disposal.
- g. Bret updated the board on the issues between MWFLS and Lakeshores Library System. Both systems are meeting in an effort to work out differences.

- h. Youth Librarian, Tami Lont, received recognition for 10 years of service at the City of Waupun Employee Appreciation Dinner. Congratulations and thank you for your commitment to the library, Tami.
- i. Bret has been working with City Clerk, Angie Hull, to gather all information needed to help the City of Waupun move forward on Direct Deposit for payroll.
- j. Because of Bret's discussion with Walter Burkhalter, Public Library Administration Consultant for the Division of Libraries and Technology, he will be working to update and reorganize Waupun Public Library's bylaws and policies.

ARTICLE VIII: Old business

- a. Motion by Procise, supported by Waskow, to accept the Joint Operating Agreement between the Waupun Public Library and the Waupun Fine Arts, Inc. as presented with a change in paragraph 8. (The agreement) "It may be cancelled by either party upon 90 days written notice." will be changed to (The agreement) "It may be cancelled by either party upon 30 days written notice." Motion carried unanimously.

ARTICLE IX: New business

- a. Discussion was held concerning the PTO's request to hold a plant sale as a fundraiser in the library. After much discussion, a suggestion was made that there might be a location with more traffic than the library on the date requested, which is the Saturday before Mother's Day. Vanderkin suggested that the PTO discuss the possibility of holding the plant fundraiser at Tony's where there would surely be more traffic than the library on that day. Motion by Vanderkin, supported by Martens, to allow the PTO to hold its plant sale in the library, this agreement to be a one-time exception to the Fundraising Policy. Motion carried unanimously.
- b. Procise and Rohrer were appointed to the Library Director Evaluation Committee.

ARTICLE X: Motion by Vanderkin, supported by Procise, to adjourn the meeting at 5:15 p.m. Motion carried.

Next meeting is scheduled for Monday, May 20, 2013 at 4:15 p.m.

SANDRA ROHRER Secretary
SR/bkj