

## **Minutes of the Waupun Public Library Board Meeting December 21, 2018**

In the absence of Claudia Waskow, President, the monthly meeting of the Waupun Public Library Board was called to order by Dr. Bev Martens, Vice President, at 4:15 pm on Monday, December 17, 2018. Also present were Sullivan, Kaczmarski, Procise, Hintze, Garcia, and Rohrer. Jaeger was also absent.

ARTICLE I: Motion by Procise, supported by Sullivan, to accept the minutes of the November 19, 2018 meeting as written. Motion carried.

ARTICLE II: No Personal appearances.

ARTICLE III: Monthly statistics.

1. Circulation/downloads through end of November, 2018 was 136,504 items, down 5.2% YTD.
2. Rural Circulation up 2.5% YTD.
3. Library visits through the end of November was 65,092 people, up 2.5% YTD.

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

ARTICLE V: Motion by Procise, supported by Rohrer, to pay the bills as presented. Motion carried 6-0 on roll call.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarian's Report.

- a. The Library Board continues to investigate options for creating a Five-Year Strategic Plan for the library. To hire a firm to create this plan is costly. Action to be taken under old business.
- b. Lappen Security will be replacing the current security camera server, installing two cameras at new locations, and replacing most of the old analog cameras with high definition cameras.
- c. The 21-year-old carpet in the Conference Room has been replaced.
- d. **“Tech Day”** coming once a month beginning in January. Patrons can bring in their device in an open-house style environment, and library staff (and possibly kids from the SDS class at the high school) will attempt to answer any questions they have. **First event:** January 9 from 1:00-3:00pm and 5:00-7:00pm. **Future events:** February 6, March 6, April 10, May 1 at the same times. If successful/needed, events will continue.

ARTICLE VIII. Old Business.

a. After a lengthy discussion concerning the Five Year Strategic Plan: Motion by Procise, supported by Rohrer, to table, until January's meeting, decisions concerning the Strategic Plan, with the exception of a request that Garcia develop a survey to be presented to the staff, regarding library aspirations, needs and issues. Motion carried.

ARTICLE IX: New Business.

a. Motion by Procise, supported by Sullivan, to accept the revised Monarch Library System Membership Agreement, as presented. Motion carried.

b. Motion by Sullivan, supported by Procise, to accept the revised Monarch Library System ILS Membership Agreement as presented. Motion carried.

ARTICLE X: Motion by Rohrer, supported by Procise, to adjourn at 5:05 p.m. Motion carried.

Next tentative meeting: January 21, 2018, at 4:15 p.m.

SANDRA ROHRER Secretary  
SR/bkj