

**Minutes of the Waupun Public Library Board Meeting  
January 21, 2019**

The monthly meeting of the Waupun Public Library Board was called to order by Claudia Waskow, President, at 4:16 p.m. on Monday, January 21, 2019. Also present were Kaczmarek, Procise, Martens, Garcia, Jaeger, and Rohrer, virtually per Facetime. Hintze and Sullivan were absent.

ARTICLE I: Motion by Martens, supported by Procise, to accept the minutes of the December 21, 2018 meeting as written. Motion carried.

ARTICLE II: No Personal appearances.

ARTICLE III: Monthly statistics.

1. Circulation/downloads through end of December, 2018 was 146,502 items.
2. Rural Circulation 35,522 up 3.4% YTD.
3. Library visits through the end of December was 69,247 people, up 2.3% YTD.

ARTICLE IV: Current budget was discussed with no concerns noted. Both City and County 2018 budgets were discussed. Both ended in good shape.

ARTICLE V: Motion by Martens, supported by Procise, to pay the bills as presented. Motion carried 5-0 on roll call.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarian's Report.

a. Future Programs:

1. **January 22**-Windowsill Herbs, Master Gardner Carol Shirk, presenter.
2. **January 31**-Essential Oils.... what they are, how they work, and how to use them.
3. **February 12**-Homemade Cheese Curds: Linda Conroy teaching how to make curds in your own kitchen. Samples will be provided.
4. **March 19**- Birds and Butterflies: Learn ways to welcome bird and butterfly visitors to your backyard. Renee Whalen of Marsh Haven, presenter.
5. **Tech Days** will be held February 6, March 6, April 10 and May 1, from 1-3 pm and 5-7 pm.
6. **Movies:** A House with a Clock in its Walls was already shown. Future movies:  
February 7, 1pm and 6pm: Smallfoot  
February 21, 1pm and 6pm: Ralph Breaks the Internet  
Dates determined, movie titles not yet chosen: March 7, 21, and 29 (1pm only), April 4, May 2, and 16.

b. Lappen Security has installed the new security camera server and several high definition cameras. All are operational. It is a huge improvement over the old security camera system.

c. The donated painting by local artist, Leslie Trewyn, has now been placed on the brick wall on the east side of the library. It is best viewed from the second floor.

d. With one employee out on medical leave through the end of March, night staff will be brought in during the day to process new materials when possible.

ARTICLE VII. No Old Business.

ARTICLE IX: New Business.

a. Motion by Rohrer, supported by Martens, to accept the revision of the Library Assistant II (audiovisual) job description, eliminating “WI Administrative Guide, Valueline, etc.” from Essential Duties and Responsibilities. Motion carried.

ARTICLE X: Motion by Martens, supported by Procise, to adjourn at 4:35 p.m. Motion carried.

Next tentative meeting: February 18, at 4:15 p.m.

SANDRA ROHRER Secretary  
SR/bkj