Minutes of the Waupun Public Library Board Meeting September 17, 2018

The monthly meeting of the Waupun Public Library Board was called to order by Claudia Waskow, President, at 4:15 p.m. on Monday, September 17, 2018. Also present were Sullivan, Kaczmarski, Procise, Garcia, Jaeger, and Rohrer. Martens and Hintz were absent.

ARTICLE I: Motion by Procise, supported by Sullivan, to accept the minutes of the August 20, 2018 meeting as written. Motion carried.

ARTICLE II: Personal appearance by Al Buechel, Fond du Lac County Executive. Mr. Buechel presented information concerning County Walk-in/Bookmobile Service reimbursement. Also in attendance were Julie Nickel, Mayor, Jared Oosterhouse, City Treasurer, and Kathy Schlieve, City Administrator.

ARTICLE III: Monthly statistics.

- 1. Circulation/downloads through end of August, 2018 was 101,848 items, up 2.4% YTD.
- 2. Rural Circulation up 5.3% YTD.
- 3. Library visits through the end of August was 49,606 people, up 4.1% YTD.
- 4. Collection Agency Report: Dollars received as of May 1999/\$17,981.38 Materials returned as of May 1999/\$33,424.60

ARTICLE IV: Current budget was reviewed and is in good shape.

ARTICLE V: Motion by Sullivan, 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. Storytimes have resumed.
- b. It was necessary to review 8,251 patron records to make sure addresses corresponded to the correct statistical code. **Important** because the codes determine if the library receives county reimbursement for service to rural county residents. Thirty-three (33) needed to be corrected.
- c. On Thursday, September 13, classes of Language Art students from Waupun Junior/Senior High toured the library. Students receive Chromebooks and are allowed to take them home. However, some have no or spotty Internet. Teacher, Robyn Skaar, wanted them to be aware of the Wifi and other resources available to them through the library.
- d. Bret attended a webinar on how the new agenda software will work with the City's new website. Also, Bret, Pam, and Tami, along with members from other City Departments, attended a training for the new City website. The meeting was held at the Library.
- e. Bret met with the Director of the Ripon Public Library to investigate how their combined budget is organized, and brought his findings to the Board. He and Jared are working on the possibility of organizing our budget as a combined budget.

- f. This year's WLA Conference will be held October 23-26.
- g. In order to streamline the Board Packet members agreed to reduce the number of items listed each month.
- h. As requested, Pam investigated and presented detailed information concerning filtering of the internet computers. Thirteen libraries in the Monarch System do not filter. The two largest, Sheboygan and West Bend, do. Seventeen did not respond. No action was taken.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business.

- a. Patron Appeal: The Subcommittee of Martens and Kaczmarski, along with the help of Garcia and input from the Waupun Police Department, met to discuss the August meeting's patron appeal. Even though the Code of Conduct and the Internet Acceptable Use Policy are posted, in order to help patrons be more aware, Garcia placed a copy of both at each "computer pod." Motion by Rohrer, supported by Procise, to accept the recommendation of the Subcommittee, referencing the Code of Conduct, the Acceptable Use Policy, and the Incident Report dated 8/7/2018, that the patron, R.M. be banned from Internet use indefinitely. Motion passed unanimously.
- b. Motion by Sullivan, supported by Rohrer, to, with deep gratitude, accept the generous donation of a piece of Leslie Trewyn's artwork. Motion passed unanimously. It was agreed that the painting will enrich our Library. A sincere "Thank you" to the family for the "treasure."
- c. Five year library strategic plan was discussed. It was agreed that Bret go forward on investigating the possibility.
- d. Motion by Sullivan, supported by Kaczmarski, to accept the Lappen Security quote for the replacement security camera server and equipment at the cost of \$13,999.96, not including cameras, with funds coming out of the System Fund balance. Motion passed 5-0 per roll call.
- e. Motion by Procise, supported by Rohrer, to purchase additional replacement chairs for the 2nd floor. Motion carried 5-0 per roll call.

ARTICLE X: Motion by Procise, supported by Sullivan, to adjourn at 5:50 p.m.

Next tentative meeting: October 22, 2018, at 4:15 p.m.

SANDRA ROHRER Secretary SR/bkj