

**Ripon Public Library
120 Jefferson St.
Ripon, WI 54971**

**Minutes of the April 30, 2024, Meeting of
the Ripon Public Library Board of Trustees**

- I. Call to order – called to order at 5:00 by president Lauren McConnell. Other trustees present were Doug Iverson, Janet Vossekui, and Andrew Prellwitz. Desiree Bongers (online) was also present.
- II. Public comment – none.
- III. Approve minutes of the April 9, 2024, meeting. Mr. Prellwitz moved, Ms. Vossekui seconded. Motion carried.
- IV. Staff reports
 - a. Staff guest – Susie Menk was the staff guest.
 - b. Library director report – include updates on Council presentation; programming; SRP; 1st grade visits; network updates; KnoxBox; electrical panel; book sale. Highlights of March statistics: in person circulation was 6,904; the door count was 4,378; 319 patrons checked out 1,835 items on OverDrive and 263 items on hoopla; there were 279 Internet sessions; 398 GB was downloaded on wireless and 479 unique wireless devices were used; a cumulative total of \$1,708 in fines and fees has been collected through the end of March.
 - c. April 2024 invoices – reviewed payment totaling \$8,831.52 plus credit card cards of \$108.35.
- V. Action items
 - a. Ripon Public Library Handbook – Mr. Iverson moved, Mr. Prellwitz seconded, to adopt the handbook. Motion carried.
 - b. Phone system replacement – Mr. Iverson moved, Ms. Vossekui seconded, to approve the phone system replacement as presented. Motion carried.
 - c. RFP for Facilities Master Plan – Mr. Iverson moved, Mr. Prellwitz seconded, to send out the MOU with a due date of 6/6/24. Motion carried.
 - d. MOU between the city and library – Mr. Iverson moved approval of the MOU, then withdrew his motion. Mr. Prellwitz moved, Ms. Vossekui seconded, approval of the MOU between the city and library with the removal of “fund raising” in the sixth paragraph under the “Responsibilities” heading. Motion carried.
- VI. Discussion items
 - a. RPL By-Laws – discussed changing the number of years in a row someone may be president. This will be an action item on the next agenda.
 - b. Fundraising campaign update and press release – discussed and changed the wording of the draft. It will be sent out in mid-May.
 - c. Investment Policy – no discussion.
 - d. Security cameras – Director Bongers gave an update with information received from the Fire District and other libraries.

VII. Agenda items for future library board meetings – none at this time.

VIII. Adjourn – meeting adjourned at 6:04 p.m.

Please contact the library if you need accommodations to attend the meeting.