

**Minutes of the April 9, 2024, Meeting of
the Ripon Public Library Board of Trustees**

The meeting was called to order at 5:00 p.m. by president Lauren McConnell. Other trustees present were Doug Iverson, Janet Vossekuil, Andrew Prellwitz, Gary Will, Travis Liptow (arrived at 5:10 p.m.), and Mary Madderom. Desiree Bongers and Debbi Konecny (online) were also present.

Robyn Davis Bartow, Technical Services Assistant, was the RPL Staff Guest and briefly introduced herself.

Ms. Vossekuil moved, Mrs. Madderom seconded, to approve the minutes of the February 27, 2024, meeting. Motion carried.

A report on library activities was presented by Director Bongers. Included in the report were the following: Council presentation; network updates; CIP; fire inspection; upcoming programs. Highlights of February statistics: in person circulation was 6,265; the door count was 4,157; 312 patrons checked out 1,707 items on OverDrive and 251 items on hoopla; there were 307 Internet sessions; 382 GB was downloaded on wireless and 440 unique wireless devices were used; a cumulative total of \$584 in fines and fees has been collected through the end of February.

The board reviewed the payment of the March 2024 invoices totaling \$7,105.28 and credit card charges of \$264.77.

The board received an update on the phone system replacement. The first quote was vague and expensive, so additional quotes are being sought by staff. Director Bongers will report back at the next meeting.

The board discussed the draft of the Ripon Public Library Handbook; minor changes were made.

The board discussed the creation of an RFP for development of a Facilities Master Plan. President McConnell will draft an RFP for discussion at the next meeting.

The board discussed the draft of the MOU between the city and the library. Director Bongers will follow up with Friends of RPL, who are named as an Agency Partner.

The board discussed possible changes to Article III of the Ripon Public Library By-Laws.

The next board meeting is scheduled for Tuesday, April 30, 2024, at 5:00 p.m. in the Silver Creek Room. The meeting was adjourned at 6:05 p.m.

Respectfully submitted,

Desiree M. Bongers
Library Director