

**Minutes of the August 25, 2020 Meeting of
the Ripon Public Library Board of Trustees**

The meeting, held online via Zoom, was called to order at 5:00 p.m. by president Andrew Prellwitz. Other trustees present online were Sandra Scamehorn, Ted Grant, Martin Farrell, Kim Scanlon, Doug Iverson, Deanna Boone and Travis Liptow. Desiree Bongers was also present.

Mrs. Boone moved, Mr. Iverson seconded, to approve the minutes of the July 28, 2020 meeting. Motion carried.

The board welcomed new member Travis Liptow.

A report on library activities was presented by Director Bongers. Included in the report were the following: parameters for library use; update on time for quarantining materials; donation. Highlights of July statistics: in person circulation was 7,058; the door count was 4,700; 237 patrons checked out 1,243 items on OverDrive; there were 179 Internet sessions; 110 GB was downloaded on wireless and 315 unique wireless devices were used; a cumulative total of \$3,161 in fines and fees has been collected through the end of July.

The board reviewed the payment of the August 2020 invoices totaling \$13,952.02.

The board discussed staff recommendations to the parameters for library use. The lower level will reopen on September 1, including having the meeting rooms being available for quiet, distanced study on weekdays and group use during other open hours.

The board discussed the two J&H, Inc. proposals for new boilers to replace the oldest boiler. Mr. Iverson moved, Mr. Farrell seconded, to accept the proposals and move forward with the boiler replacement. Motion carried.

The board discussed the Adult Services Librarian position and Director Bongers' recommendation to hire the candidate part-time for the coming school year to accommodate her family situation. Mrs. Scamehorn moved, Mrs. Boone seconded, to hire the candidate at a minimum of 20 hours per week with the position returning to full-time status no later than September 1, 2021. Motion carried.

The board discussed the draft of the 2021 budget. Changes from last year's budget include the conversion of a full-time position to two part-time positions due to a retirement and lower projected utility costs due to the LED project. Mr. Grant moved, Mr. Iverson seconded, to approve the draft 2021 budget. Motion carried.

The next board meeting is scheduled for Tuesday, September 29, 2020 at 5:00 p.m. online via Zoom. Meeting adjourned at 5:42 p.m.

Respectfully submitted,

Desiree M. Bongers
Library Director