

Minutes of the February 27, 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 (online), Andrew Prellwitz, Gary Will, Breck Speers, and Mary Madderom (online). Desiree Bongers was also present.

Ben Sprague, Circulation Supervisor, was the RPL Staff Guest. Mr. Sprague introduced himself and then provided an update on phone system replacement options.

Mr. Prellwitz moved, Mr. Will seconded, to approve the minutes of the January 30, 2024, meeting. Motion carried.

A report on library activities was presented by Director Bongers. Included in the report were the following: phone system; Friends updates; Webster and Winnefox grants; upcoming programs. Highlights of January statistics: in person circulation was 7,054; the door count was 3,532; 297 patrons checked out 1,800 items on OverDrive and 240 items on hoopla; there were 294 Internet sessions; 527 GB was downloaded on wireless and 457 unique wireless devices were used; a cumulative total of \$398 in fines and fees has been collected through the end of January.

The board reviewed the payment of the February 2024 invoices totaling \$7,510.60 and credit card charges of \$1,129.31.

The board reviewed the 2023 annual report and had a discussion regarding system leadership. Mr. Will moved, Mr. Prellwitz seconded, to approve the 2023 annual report statement regarding system leadership. Motion carried.

The board discussed the revised draft of the Peanut Free Policy which had been vetted by the City Attorney. Mr. Iverson moved, Mr. Prellwitz seconded, to approve the revised draft. Motion carried 5-2, with Mr. Speers and Mrs. Madderom opposed.

The board received an update on grant applications and opportunities. There is no set timetable for the state grant for which the library applied. There is a new grant opportunity, the Flexible Facilities Program (FFP), that specifically includes funding for library projects. Mr. Iverson moved, Mrs. Madderom seconded, using MSA to assist with the FFP grant writing at a cost of up to \$5,000. Motion carried.

The board discussed the creation of an Infrastructure Committee. No action was taken at this time.

The board received an update from the Finance Committee including the suggestion to develop a Facilities Master Plan and the creation of an MOU between the city and the library.

The board discussed the Strategic Planning Activation Worksheet and Plan. Top priorities include creating and updating procedures; implementing service standards; building relationships with city and community leaders; and collaborating with local entities on programs and outreach.

The next board meeting is scheduled for Tuesday, April 2, 2024, at 5:00 p.m. in the Silver Creek Room. Mr. Will has a conflict and is unable to attend. The meeting was adjourned at 6:30 p.m.

Respectfully submitted,
Desiree M. Bongers
Library Director