

## **Minutes of the January 25, 2022, 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 Kim Scanlon, Martin Farrell, Lauren McConnell and Deanna Boone. Desiree Bongers was also present.

Mrs. Boone moved, Mr. Farrell seconded, to approve the minutes of the November 30, 2021, meeting. Motion carried. Mrs. Boone moved, Mrs. Scanlon seconded, to approve the minutes of the December 6, 2021, meeting. Motion carried.

Travis Liptow arrived online at 5:04 p.m.

A report on library activities was presented by Director Bongers. Included in the report were the following: Circulation Assistant update; Friends of RPL update; ARPA grant; Teacher Card policy revision. Highlights of November statistics: in person circulation was 7,159; the door count was 3,531; 231 patrons checked out 1,252 items on OverDrive; there were 290 Internet sessions; 200 GB was downloaded on wireless and 369 unique wireless devices were used; a cumulative total of \$8,590 in fines and fees has been collected through the end of November. Highlights of December statistics: in person circulation was 6,468; the door count was 3,485; 207 patrons checked out 1,160 items on OverDrive; there were 297 Internet sessions; 335 GB was downloaded on wireless and 350 unique wireless devices were used; a cumulative total of \$8,840 in fines and fees has been collected through the end of December.

The board reviewed the payment of the December 2021 invoices totaling \$44,273.74 and the January 2022 invoices totaling \$25,949.

The board discussed the formation of a Campaign Fundraising Committee, which will run under the auspices of the Friends of RPL. Mrs. Boone and Mrs. Scanlon will serve as board reps, with Mr. Prellwitz taking Mrs. Scanlon's spot when she departs in the summer.

The board discussed the creation of a Special Project Fund at the OACF for the Renovation Project. Mr. Farrell moved, Mrs. Boone seconded, to approve the draft agreement provided by the OACF for the new fund. Motion carried.

Doug Iverson arrived online at 5:17 p.m.

The board reviewed Covid-19 protocols, specifically meeting room capacities due to the change in data reporting. Mrs. Scanlon moved, Mrs. McConnell seconded, to base meeting room capacities on CDC Community Transmission within the county and that capacities be capped at 20% while at the "high" level. Motion carried.

The board reviewed the final draft of the 2022 budget, which was kept flat by the city and thus included cuts in order to give library staff the same 3% raise other city staff received. Mr. Farrell moved, Mrs. McConnell seconded, to approve the 2022 budget. Motion carried.

The board discussed the quote from Crowley Digitization Services to digitize the owned reels of the local Ripon paper up to 2005, when it becomes available online. Funds had previously been donated for the project. Mrs. Scanlon moved, Mr. Iverson seconded, to approve the quote and pay for the project from the Ripon Public Library Fund at the OACF. Motion carried.

The board received an update on the Giving Tuesday campaign. A total of 101 donors participated this year. Mrs. McConnell moved, Mr. Iverson seconded, to allocate the funds as designated by the donors and to purchase a Wisconsin Library Association membership from the undesignated donations to the RPL Fund at the OACF. Motion carried.

The next regular board meeting is scheduled for Tuesday, February 22, 2022, at 5:00 p.m. in the Silver Creek Room. Meeting adjourned at 5:35 p.m.

Respectfully submitted,

Desiree M. Bongers  
Library Director