

**Minutes of the July 28, 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 Sandra Scamehorn. Other trustees present online were Ted Grant, Martin Farrell, Kim Scanlon, Doug Iverson, Deanna Boone and Andrew Prellwitz. Desiree Bongers was also present.

Mrs. Boone moved, Mr. Prellwitz seconded, to approve the minutes of the June 30, 2020 meeting. Motion carried.

A report on library activities was presented by Director Bongers. Included in the report were the following: Winnefox delivery; quarantine time; ILL service; book sale results; FoE rebate; system outage. Highlights of June statistics: in person circulation was 5,118; the door count was 2,212; 246 patrons checked out 1,343 items on OverDrive; there were 109 Internet sessions; 120 GB was downloaded on wireless and 276 unique wireless devices were used; a cumulative total of \$2,697 in fines and fees has been collected through the end of June.

The board reviewed the payment of the July 2020 invoices totaling \$8,583.15.

The board elected officers. Mr. Farrell moved, Mrs. Boone seconded, to nominate Mr. Prellwitz president. Motion carried. Mr. Farrell moved, Mr. Grant seconded, to nominate Mrs. Scanlon vice-president. Motion carried.

The board discussed committees and the following assignments were made:

- Budget – Mr. Grant and Mr. Iverson
- Personnel – Mrs. Scamehorn, Mr. Iverson and Mr. Farrell
- Advancement/Social – Mrs. Scanlon and Mrs. Boone

The board discussed staff recommendations to the parameters for library use. The computer time limit will be increased to two hours and limited seating will be available, with the caveat that masks will be required when seated. Patrons may still browse unmasked. Staff has also reached out to the school district to determine if there is anything the library can assist with when school begins in September.

The board discussed air filtration related to COVID-19. Director Bongers will investigate and have information for the next meeting.

Mr. Farrell moved, Mrs. Scamehorn seconded, that the convene to closed session pursuant to Wisconsin Statute 19.85(1)(c) to discuss compensation for the Adult Services Librarian position. Motion carried.

Mr. Grant moved, Mrs. Scanlon seconded, to reconvene in open session. Motion carried.

Mr. Iverson moved, Mr. Farrell seconded, to reduce the starting salary to \$40,415 and to reinstate the position on the salary matrix when the MLS is obtained. Motion carried 5-2.

The next board meeting is scheduled for Tuesday, August 25, 2020 at 5:00 p.m. online via Zoom. Meeting adjourned at 5:56 p.m.

Respectfully submitted,

Desiree M. Bongers
Library Director