

**Ripon Public Library  
120 Jefferson St.  
Ripon, WI 54971**

**Minutes of the May 28, 2024, Meeting of  
the Ripon Public Library Board of Trustees**

- I. Call to order – called to order at 5:00 by president Lauren McConnell. Other trustees present were Doug Iverson, Janet Vossekul, Mary Madderom, Travis Liptow, Breck Speers, Kat Griffith, and Andrew Prellwitz. Desiree Bongers was also present.
- II. Public comment – the board welcomed Kat Griffith.
- III. Approve minutes of the April 30, 2024, meeting. Mr. Prellwitz moved, Mrs. Madderom seconded. Motion carried with Ms. Griffith abstaining.
- IV. Staff reports
  - a. Staff guest – Pam Nelson-Icenogle was the staff guest.
  - b. Library director report – included updates on Winnefox library changes; FDL Co. 2025 funding request; fire alarm inspection; book drop repair. Highlights of April statistics: in person circulation was 6,891; the door count was 4,728; 319 patrons checked out 1,747 items on OverDrive and 94 patrons checked out 278 items on hoopla; there were 297 Internet sessions; 412 GB was downloaded on wireless and 450 unique wireless devices were used; a cumulative total of \$2,030 in fines and fees has been collected through the end of April.
  - c. May 2024 invoices – reviewed payment totaling \$8,767.38 plus credit card charges of \$109.31.
- V. Old business
  - a. Phone system replacement – Line changeover will happen on 5/29/24. Switching to Verizon’s eFax service. Working on resolving elevator and security system lines.
  - b. RFP for Facilities Master Plan – It was received by MSA and Engberg Anderson. Director Bongers has fielded questions about it from Engberg Anderson.
- VI. Action items
  - a. Ripon Public Library By-Laws – Ms. Vossekul moved, Mr. Prellwitz seconded, to change the wording in Article III, Section 1 from “No member shall be eligible to serve more than **two** consecutive terms” to “No member shall be eligible to serve more than **four** consecutive terms” Motion carried.
  - b. MSA Professional Services Agreement – Mr. Iverson moved, Mr. Prellwitz seconded, to approve agreement with MSA to spend up to \$8,000 for grant writing services. Motion carried.
- VII. Discussion items
  - a. Finance Committee Update – The committee met with OACF representatives to get an overview of the OACF and review the funds.
  - b. Daytime Circulation Assistant job description review – reviewed the job description and suggested replacing “Assistant” with “Specialist”.

- c. Behavior Policy review – reviewed current policy and gave direction on revisions. Director Bongers will bring a draft to the June meeting.
- VIII. Agenda items for future library board meetings – report from the Finance Committee; Strategic Plan update, Behavior Policy.
- IX. Adjourn – meeting adjourned at 6:09 p.m.

*Please contact the library if you need accommodations to attend the meeting.*