

**Minutes of the May 30, 2023, 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 Gary Will, Doug Iverson, Janet Vossekuil, Andrew Prellwitz (arrived at 5:18 p.m.), Travis Liptow and Breck Speers. Desiree Bongers was also present.

Ms. Vossekuil moved, Mr. Will seconded, to approve the minutes of the April 25, 2023, meeting. Motion carried.

A report on library activities was presented by Director Bongers. Included in the report were the following: WLS changes; bank error; inspections; prairie burn; SRP; Stop the Bleed class; computer upgrades. Highlights of April statistics: in person circulation was 7,194; the door count was 4,066; 259 patrons checked out 1,350 items on OverDrive and 259 items on hoopla; there were 328 Internet sessions; 637 GB was downloaded on wireless and 550 unique wireless devices were used; a cumulative total of \$2,376 in fines and fees has been collected through the end of April.

The board reviewed the payment of the May 2023 invoices totaling \$7,839.32 and credit card charges of \$1,170.08.

The board received an update on the strategic planning process. The community survey received 171 responses. 1:1 interviews are taking place. The community conversation has been publicized but no one has signed up for it yet.

The board received an update from the Campaign Planning Committee. The request for federal funding was denied. Letters seeking donations have been sent out to select supporters.

The board discussed the creation of a Staff Handbook Committee. Board president McConnell appointed Iverson, Liptow, and Speers to the committee, which will work to combine applicable portions of the new City of Ripon Employee Handbook with the library's existing Personnel Policy.

The board discussed the draft of the Investment and Fund Management Policy, including its necessity and similar policies from other libraries. Mr. Iverson moved, Ms. Vossekuil seconded, to approve the draft of the policy. Motion carried 6-1.

The remainder of the agenda was postponed due to a strategic planning board meeting scheduled to begin at 5:30 p.m.

A special board meeting will be held on Thursday, June 1, 2023, to complete the agenda from this meeting. The next regular board meeting is scheduled for Tuesday, June 27, 2023, at 5:00 p.m. in the Silver Creek Room. Meeting adjourned at 5:33 p.m.

Respectfully submitted,  
Desiree M. Bongers  
Library Director