

Minutes of the October 27, 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 Andrew Prellwitz. Other trustees present online were Sandra Scamehorn, Ted Grant, Martin Farrell, Doug Iverson, Kim Scanlon and Deanna Boone. Desiree Bongers was also present.

Mr. Farrell moved, Mr. Iverson seconded, to approve the minutes of the September 29, 2020 meeting. Motion carried.

A report on library activities was presented by Director Bongers. Included in the report were the following: budget meetings; materials quarantine; WLA virtual conference; book sale; memorial and donations. Highlights of September statistics: in person circulation was 7,545; the door count was 4,511; 201 patrons checked out 1,085 items on OverDrive; there were 185 Internet sessions; 175 GB was downloaded on wireless and 353 unique wireless devices were used; a cumulative total of \$4,244 in fines and fees has been collected through the end of September.

The board reviewed the payment of the October 2020 invoices totaling \$9,418.53.

The board received an update on the parameters for library use. The City has reinstated an amended COVID-19 policy. Mr. Grant moved, Mr. Iverson seconded, that the library adopt this policy. Motion carried. The board discussed a memo from the Neenah Public Library regarding mask compliance and ADA accommodations. Director Bongers will put together a procedure based on this that staff may implement and will bring it to the next meeting. The board also agreed to temporarily expand meeting room use to allow social gatherings.

The board received an update on the 2021 budget. A Council member had asked departments for wish list items so the library requested a laptop to be dedicated to virtual programming and, pending any objections at the public hearing, it will be included in the 2021 budget.

The board discussed the 2020 Giving Tuesday campaign and reviewed the draft of the letter. Letters will be mailed in November.

Linda DeCramer joined the meeting at 5:30 p.m.

The board discussed the children's area renovation project. Linda had contacted three firms and received proposals for design studies from them. In the course of the discussion it was determined that the scope of the project may need to be widened to include the entire wing. Linda will move forward with two of the firms and request new quotes for design plans covering the east wing, bringing these to the November board meeting.

The next board meeting is scheduled for Tuesday, November 24, 2020 at 5:00 p.m. online via Zoom. Meeting adjourned at 6:03 p.m.

Respectfully submitted,

Desiree M. Bongers
Library Director