

**Minutes of the September 29, 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 and Travis Liptow. Desiree Bongers and Becky Pfile were also present.

The board welcomed new Adult Services Librarian Becky Pfile.

Mrs. Pfile left the meeting.

Mr. Farrell moved, Mr. Grant seconded, to approve the minutes of the August 25, 2020 meeting. Motion carried.

A report on library activities was presented by Director Bongers. Included in the report were the following: budget meetings; donations; November FoRPL book sale. Highlights of August statistics: in person circulation was 7,090; the door count was 4,470; 200 patrons checked out 1,013 items on OverDrive; there were 203 Internet sessions; 141 GB was downloaded on wireless and 319 unique wireless devices were used; a cumulative total of \$3,516 in fines and fees has been collected through the end of August.

The board reviewed the payment of the September 2020 invoices totaling \$8,429.97.

The board received an update on the parameters for library use – no changes are recommended at this time.

The board received an update on the 2021 budget. City Administrator Lori Rich was able to balance the city budget without requesting any changes from department heads.

The board discussed the 2020 Giving Tuesday campaign. Director Bongers will have a draft of the annual letter at the October board meeting.

The board discussed the children's area renovation project. Staff will begin to search for architects to create a design plan and bring proposals to the board.

The next board meeting is scheduled for Tuesday, October 27, 2020 at 5:00 p.m. online via Zoom. Meeting adjourned at 5:30 p.m.

Respectfully submitted,

Desiree M. Bongers
Library Director