

## **Minutes of the February 28, 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, Breck Speers, Doug Iverson, Janet Vossekuil, Andrew Prellwitz, and Austin Klingler. Desiree Bongers and Jackie Halverson were also present.

Mr. Speers moved, Mr. Klingler seconded, to approve the minutes of the January 31, 2023, meeting. Motion carried.

A report on library activities was presented by Director Bongers. Included in the report were the following: Parks and Rec; Library Legislative Day; Engberg Anderson; WALs update; donation. Highlights of January statistics: in person circulation was 6,772; the door count was 3,578; 259 patrons checked out 1,495 items on OverDrive and 154 items on hoopla; there were 321 Internet sessions; 327 GB was downloaded on wireless and 463 unique wireless devices were used; a cumulative total of \$474 in fines and fees has been collected through the end of January.

The board reviewed the payment of the February 2023 invoices totaling \$35,488.73.

The board reviewed the 2022 annual report and had a discussion regarding system leadership. Mr. Iverson moved, Mr. Prellwitz seconded, to approve the 2022 annual report statement regarding system leadership. Motion carried.

The board discussed drafts of revised position descriptions for the Page and Circulation Assistant positions. Revisions updated the positions with current practices and standardized them to make them more fluid as duties evolve. Mr. Prellwitz moved, Mr. Klingler seconded, to approve the revised position descriptions. Motion carried.

The board received an update on the Campaign Planning Committee and 100 Extraordinary Women.

- The next CPC committee meeting will be held on 3/27/23.
- There are over 135 100 EW participants to date.
- The 100 EW celebration will be held 3/9/23 in Great Hall at Ripon College.

The board reviewed the memo from City Administrator Sonntag and discussed the creation of a finance committee to address the memo's concerns. Mr. Prellwitz moved, Ms. Vossekuil seconded, to create a Finance Committee. Motion carried. President McConnell appointed Mr. Will and Ms. Vossekuil to the committee.

The next board meeting is scheduled for Tuesday, March 28, 2023, at 5:00 p.m. in the Silver Creek Room. Meeting adjourned at 5:28 p.m.

Respectfully submitted,  
Desiree M. Bongers  
Library Director