

Minutes of the August 1, 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 Doug Iverson, Janet Vossekuil, and Breck Speers. Desiree Bongers and Travis Liptow were also present.

Mr. Speers moved, Ms. Vossekuil seconded, to approve the minutes of the June 27, 2023, meeting. Motion carried.

A report on library activities was presented by Director Bongers. Included in the report were the following: Meeting Owl; Winnefox 2024 Electronic Resources; lower level and Silver Creek exit doors; board game donation and fall programs. Highlights of June statistics: in person circulation was 9,335; the door count was 5,305; 270 patrons checked out 1,442 items on OverDrive and 200 items on hoopla; there were 245 Internet sessions; 910 GB was downloaded on wireless and 572 unique wireless devices were used; a cumulative total of \$3,583 in fines and fees has been collected through the end of June.

The board reviewed the payment of the July 2023 invoices totaling \$4,157.55 and credit card charges of \$372.57.

The board elected officers. Mr. Iverson moved, Ms. Vossekuil seconded, to nominate Mrs. McConnell president. Motion carried. Ms. McConnell moved, Mr. Speers seconded, to nominate Ms. Vossekuil vice-president. Motion carried.

The board discussed committees and the following assignments were made:

- Budget – Mr. Iverson and TDB
- Personnel – Mr. Prellwitz, Ms. Vossekuil, and Mr. Will
- Social – Ms. Vossekuil plus 1-2 staff members
- Finance – Ms. Vossekuil and Mr. Will
- Handbook – Mr. Iverson, Mr. Speers, and Mr. Liptow

The board received an update on the strategic planning process. A meeting with WiLS is scheduled for August 3, 2023.

The board received an update from the Campaign Planning Committee. The Love My Library Campaign is being rolled out to businesses.

The board received an update from the Finance Committee. President McConnell and Director Bongers are meeting with officials on August 2, 2023.

The board reviewed the Meeting Room Policy. The consensus is for Director Bongers, with staff input, to develop a new policy that allows meeting room use by programs involving sales as well as parties and social gatherings for a small fee.

The board discussed the draft of the 2024 budget. Mr. Iverson moved, Mr. Speers seconded, to accept the budget as proposed with the addition of \$3,000 to the landscaping line. Motion carried.

The next board meeting is scheduled for Tuesday, August 29, 2023, at 5:00 p.m. in the Silver Creek Room. The full board meeting adjourned at 6:14 p.m.

The Handbook Committee began work on a handbook for library staff that incorporates the new city handbook plus the existing library Personnel Policy.

Meeting adjourned at 6:45 p.m.

Respectfully submitted,
Desiree M. Bongers
Library Director