

BRILLION PUBLIC LIBRARY BOARD
Brillion Public Library 10:00 A.M.
January 16, 2019

CALL TO ORDER:

Dean Wallace called the meeting to order at 10:00 AM.

ROLL CALL:

Present were: Tammy Fischer, Betty Nies, Marilyn Schuh, Brittany Smith, and Dean Wallace. Also present was Library Director Rachel Hitt. Absent: Marc Axelrod, Linda Dieter, Dominick Madison, and Nancy Zimpel.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited by the group.

APPROVAL OF AGENDA AND MINUTES:

Motion: Marilyn Schuh moved to approve the amended agenda as printed and the minutes of the December 19th Library Board meeting as printed and circulated. Seconded by Betty Nies. Motion carried.

COMMUNICATIONS:

The following donations were received:

Joe & Sue Quist	500	Donation
Tom & Patricia Gronseth	500	Donation
Jason & Jody Schwarz	100	Fill the Shelves
Elizabeth Heinen	100	Fill the Shelves
Keith Krepline	100	Fill the Shelves
Brillion Woman's Club	100	Fill the Shelves
Tom Kees	50	Fill the Shelves
Bay Title & Abstract	50	Fill the Shelves
Donation jar	84.72	Fill the Shelves
Kurt & Lisa Keller	100	Fill the Shelves

Thank you cards were received from Peggy Buffington on behalf of the Lunch with Santa program, the Rivera Family and Tom and Patricia Gronseth.

LIBRARY DIRECTOR'S REPORT:

Circulation:

The year-end amount for fines/revenues was down by \$84 (1.6%) from last year.

Circulation is up (slight increase)

The overdrive usage was recalculated (correctly) and is now accurate. Overdrive use continues to increase.

Financial:

Motion: Betty Nies moved to accept the amended Financial Report dated January 15, 2018 as written and circulated. Seconded by Marilyn Schuh. Motion carried.

Hitt informed the Board that all donations to the Library that will not be used within the same fiscal year will be posted to the Reserve Account so it can carry over to the next fiscal year (vs being posted to the donations line of the operations budget).

c. Library Happenings:

The new display table is here.

The traveling display for Foster Care Awareness was at our Library and is now gone.

Hitt attended the WLA Volunteer Orientation on Jan 11th.

Hitt will also be taking an online seminar on Summer Reading Programs.

Hitt and Enneper will attend a workshop in De Pere Fed 22nd.

Automation/Technology:**Shared System/LARS:**

Margie is currently installing a PC for patrons and setting up our fax machine as a backup printer.

Technology updates:

One device and two computer classes were held in December, which had no attendees.

One Robot Time was held with 5 in attendance.

One Coding Club was held with 2 in attendance.

BUILDING AND GROUNDS MAINTENANCE**Any Building and grounds issues**

Energy Control & Design, Inc. was here Jan 10th. The maintenance issue seems to be resolved.

They will be back in 6 months to check the system again. Hitt will continue to monitor it.

There was a leak in the entryway. It has been cleaned up and DPW will investigate the issue in spring.

Lighting in the far corner of the parking lot was discussed. DPW Director gave Hitt some options for lighting. Since there haven't been any complaints since the current lighting was re-programmed, we will table this issue for now.

LIBRARY PROGRAMS**Library Friends**

No update. The group's next meeting will be Jan 17th

Ongoing program updates

Book Talking had fifteen in attendance. West Haven had four participants. Book Talking *After Dark* had eight participants. Tween Book Talking had three in attendance. The Monday night Storytime averaged 6.3 participants (4.3 children), and the Tuesday morning Storytime averaged 18 participants (11.3 children). Four people attended After School Experiments, Jr. (Grades 1-3) and seven people attended After School Experiments (Grades 4-6). Teen Book Talking did not have any participants. The two Yarn

Arts sessions did not have any attendees this month. Drop-in coloring had six participants. Two people attended the genealogy program.

LIBRARY GOALS 2018

The goals were completed with the exception of the long range plan which has been deferred to 2019.

STRATEGIC PLANNING

There is no new information at this time. Becky Petersen will attend our February Board meeting to review strategic planning. Hitt did reach out to other Libraries to ask about their past surveys, as we will write our own survey instead of paying WILS.

It was conveyed that Mary Kohrell cannot lead the strategic planning as hoped due to the parameters of her new job position.

TRUSTEE TRAINING

TE3 - Bylaws - Organizing the Board for Effective Action.

TE4 - Effective Board Meetings and Trustee Participation.

There was a brief discussion regarding these chapters. Our Board seems to be in line with the expectations stated.

MANITOWOC-CALUMET LIBRARY SYSTEM

“MCLS Reads” is a new program in Manitowoc and Calumet Counties. The featured book is “The Death and Life of the Great Lakes.” There are copies available at all MCLS libraries, with 25 copies here. Becky Petersen sent a press release to The Brillion News and Hitt will also start promoting it. This book will also be the discussion book for the February Book Talking After Dark.

There are three new databases for MCLS libraries: Access Newspaper Archive (Wisconsin content only), Reference USA, which replaces A to Z database, and Transparent Languages. Transparent Languages is funded via state dollars allocated to MCLS.

NEW BUSINESS

Hitt reported that the Kiel, New Holstein, Chilton and Brillion Libraries will be applying for the CACHF grant.

PRESIDENT

NA

CITIZEN INPUT

NA

SET NEXT MEETING DATE

The next Brillion Public Library Board Meeting will be held on February 20 at 10:00 a.m.

ADJOURNMENT:

Motion: Marilyn Schuh moved to adjourn the meeting. Seconded by Betty Nies. Motion carried. The meeting adjourned at 10:55 AM

Tammy Fischer, Secretary