

**BRILLION PUBLIC LIBRARY BOARD**  
**Brillion Public Library 10:00 A.M.**  
**May 15, 2019**

**CALL TO ORDER:**

Dominick Madison called the meeting to order at 10:00 AM

**ROLL CALL:**

Present were: Mona Cox, Linda Dieter Tammy Fischer, Dominick Madison and Marilyn Schuh. Also present was Library Director Rachel Hitt. Absent: Marc Axelrod, Sarah Pielhop, Nancy Zimpel and Brittany Smith.

**PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was recited by the group.

**APPROVAL OF AGENDA:**

**Motion:** Marilyn Schuh moved to approve the amended agenda as printed. Motion carried.

**APPROVAL OF MINUTES- April 17, 2019**

**Motion:** Marilyn Schuh moved to approve the minutes of the April 17 Library Board meeting as printed and circulated. Seconded by Mona Cox. Motion carried.

**COMMUNICATIONS:**

Donation – Friends of the Library donated \$200 for Trail Tales.

Donations (SLP): Optimist Club (\$700), Superior Floorcovering (\$200), Kwik Trip (5 gifts cards of \$20 each), Brillion Chamber of Commerce (4 Chamberbucks cards of \$25 each), Dairy Queen (bookmarks with a coupon), and Edvest (520 College Fund certificates, dollar amounts pending) for a total of \$1,815 dollars received so far.

**LIBRARY DIRECTOR'S REPORT:**

**Circulation:**

Attendance is down relative to last year, but the gap is accounted for by the Boldt Lego programs, two school visits early in the year, the lack of Munch a Movies, and a National Library Week drawing (Total: 499 people – 121 adults, 378 kids).

**Financial:**

**Motion:** Marilyn Schuh moved to accept the Financial Report dated May 15, 2019 as written and circulated. Seconded by Linda Dieter. Motion carried.

**c. Library Happenings:**

A very busy month – see Library Directors Report.

Rachel also reported on the library's booth for the Bazaar After Dark last weekend. The Library was able to us the Brillion Nature Center's booth as they had to cancel. There were approximately 200 visitors to the booth that evening.

## **Automation/Technology:**

### **Shared System/LARS:**

The LARS cataloging/Circulation meeting was held in Brillion April 18. The draft cataloging policy will be submitted for approval at the next meeting held on May 17<sup>th</sup>.

The annual meeting will be held May 15<sup>th</sup> at 5 PM at the Chilton Public Library.

### **Technology updates:**

Starting in 2020 Microsoft will no longer support Windows 7. All but 1 library computer runs on Windows. Rachel contacted Margie will is looking into the cost of the upgrade and if our current computer4s can support the update. Rachel will update us next month.

NOTE: There are currently 17 work stations in total, 10 of which are for public use. Rachel may be able to cut back since we now have Chromebooks as well.

## **BUILDING AND GROUNDS MAINTENANCE**

### **Any Building and grounds issues**

- 1) HVAC controls issues continue as Thursday hours are no longer in the schedule. A service visit is necessary to fix this issue. There will be a charge.
- 2) A graphic interface from Energy Controls & Design was quoted at \$4713 in September 2018.
- 3) Leak in the north vestibule has been fixed.

A building walk through will be scheduled for next month. Mark, Linda and Tammy are on the committee.

## **LIBRARY PROGRAMS**

### **Library Friends**

Trail Tales – there will be 2 picture books in the month of June. Our intern is working on laminating the book and mounting pages on the trail.

Book Sale June 6 & 7

### **Ongoing program updates**

No technology or yarn art classes will be held this summer.

There will be STEAM programming offered in the summer for a family program in June and in July.

## **STRATEGIC PLANNING**

The first workshop was last Wednesday and focused on data gathering. The community survey will start Monday, May 20 and end June 14.

The library board is to complete a questionnaire regarding library needs and issues prior to the next board meeting.

The committee will get community input as well as sending the survey to Chamber and City Council for their input.

**LIBRARY FEES**

**Motion:** Mona Cox moved to change the following fees:

- Photocopies \$0.10 per side black/white (8.5x11)
- Photocopies \$0.10 per side black/white (8.5x14)
- Scanning \$-0- per page

Seconded by Marilyn Schuh. Motion carried

**TRUSTEE TRAINING**

- TE11 – Planning for the Library’s Future
- TE12 – Library Standards

Next month, we’ll go over the Library Standards as met by Brillion instead of advancing to the next two chapters.

**MANITOWOC-CALUMET LIBRARY SYSTEM**

**NEW BUSINESS**

Rachel informed the Board of the interpretation of Statute 43.58 as understood by the DPI, which states that once funds are appropriated to the Library, those funds stay with the Library. Currently the City keeps any excess operating funds, which are put into the General Fund. Lori Gosz will look into this to verify the correct way to handle this.

**PRESIDENT**

NA

**CITIZEN INPUT**

NA

**SET NEXT MEETING DATE**

The next Brillion Public Library Board Meeting will be held on June 19 at 10:00 a.m.

**ADJOURNMENT:**

**Motion:** Marilyn Schuh moved to adjourn the meeting. Seconded by Linda Dieter. Motion carried. The meeting adjourned at 11:00.

Tammy P. Fischer, Secretary