

BRILLION PUBLIC LIBRARY BOARD
Brillion Public Library 10:00 A.M.
July 17, 2019

CALL TO ORDER:

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

ROLL CALL:

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

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited by the group.

APPROVAL OF AGENDA:

Motion: Marilyn Schuh moved to approve the agenda as printed. Seconded by Mona Cox. Motion carried.

APPROVAL OF MINUTES- June 19, 2019

Motion: Marilyn Schuh moved to approve the minutes of the June 19 Library Board meeting as printed and circulated. Seconded by Mona Cox. Motion carried.

COMMUNICATIONS:

\$100 donation received from Garry Tamm.

LIBRARY DIRECTOR'S REPORT:

Circulation:

Juvenile circulation was down significantly in June relative to last year. The later start to the Summer Library Program may be a factor. Rehearsals for the youth musical may another contributing factor. Summer school 4K classes had a Library visit and received their first Library card.

Financial:

Motion: Mona Cox moved to accept the Financial Report dated July 17, 2019 as written and circulated. Seconded by Marilyn Schuh. Motion carried. There was an error in the books budget line in the June report. The year-to-date total for the books budget line in the July 2019 reflects the accurate year-to-date total.

c. Library Happenings:

Fill the Shelves - The remaining 30% of Fill the Shelves Funds were used to purchase new juvenile (science comics), teen, and adult non-fiction materials.

Rachel met with Jill Giesen of Brillion School District to discuss collaboration between the extended care program at the school and Library programming.

Automation/Technology:

Shared System/LARS:

Becky and Margie will visit each Library to discuss the plan and solicit input. Rachel will meet with them on Thursday, July 18. The next LARS meeting is Friday, July 19 in Two Rivers, and the MCLS Trustee meeting will be July 31 in Two Rivers.

Technology updates:

The Board reviewed the proposed technology purchase plan for 2020 and recommended the purchase of new monitors for the new patron workstation PCs and the purchase of the portable projector with the 10:16 aspect ratio.

BUILDING AND GROUNDS MAINTENANCE

Any Building and grounds issues

Rachel contacted Tammy Koehler about setting up remote access. She recommended a course of action involving Team Viewer, and Rachel will follow up with Margie on this. (MCLS uses a different version of Team Viewer to maintain our computers, so it is important to keep the two versions from interfering with each other.)

The Building and Grounds Committee recommends cleaning the vents and duct work. Rachel is consulting with Andy on this matter.

Rachel will let Jane K. know that the pink rosebush needs pruning.

Tony Butturini volunteered his time and expertise to remove a section of shelves from the juvenile non-fiction section, which allows us to shift the empty shelving unit in the area immediately outside the meeting room and create a new teen area.

LIBRARY PROGRAMS

Library Friends

Friends will not meet until September. The Friends agreed to sponsor Trail Tales this fall with one book.

Ongoing program updates

Trail Tales was a success! The next Trail Tales is September 1-October 18.

Summer Library Program: The Read-to-Me program has 83 children registered with 143 children registered in the youth program. The teen program has 29 registered teens, and 56 adults are registered for the adult program.

There will be a teen strategic planning discussion instead of a Teen Advisory board meeting in July.

The Library will launch a new Facebook page on Monday, July 29 to allow more flexibility, including the use of a social media management tool.

LIBRARY GOALS 2019

Progress continues. Rachel will dedicate more time to improving staff efficiency and accuracy this fall.

STRATEGIC PLANNING

Data gathering continues. A summary of the community survey results is complete. Three of the five community conversations have been held. Teen survey responses and our ILS/catalog data require analysis. The Library Board discussed the responses to the Library issues and needs questionnaire. The discussion included the importance of defining the core functions of the Library, recognized the challenges presented by our current facility, and noted the importance of community partnerships.

CONSIDER A RECOMMENDATION TO THE CITY COUNCIL – CREATION OF LIBRARY SPECIAL REVENUE FUND

The City would like to create a Special Revenue Fund for the Library in order to segregate the Library funds, which will be used solely for Library operations. Unused funds will carry over from one year to the next. If Library expenditures exceed the allocated budget, any deficit would be paid out of the Library Reserves. Other municipalities have created similar funds for their Libraries.

Motion: Marilyn Schuh moved to support the creation of a Library Special Revenue Fund. Seconded by Sarah Pielhop. Motion carried.

MANITOWOC-CALUMET LIBRARY SYSTEM:

Becky and Margie will visit each Library to discuss the new Technology and Resource Sharing Plan to be implemented in 2020 and solicit input. Rachel will meet with them on Thursday, July 18.

ELECTION OF OFFICERS

Motion: Marilyn Schuh moved to elect the current slate of officers for another one-year term. Seconded by Mona Cox. Motion carried.

Marc Axelrod – President
Dominick Madison – Vice President
Tammy Fischer - Secretary

NEW BUSINESS

A new teen area will be created in the Library in the area immediately outside the meeting room.

New display units for teen area

Motion: Marilyn Schuh moved to approve the purchase of 2 display units and casters for a cost of \$808.85 to be taken from the Chester Tamm donation. Seconded by Mona Cox. Motion carried.

New furnishings for teen area

The Board will consider teen recommendations for new furnishings, such as tables and chairs, for the new teen area.

PRESIDENT'S REPORT

N/A

CITIZEN INPUT

N/A

SET NEXT MEETING DATE

The next Brillion Public Library Board Meeting will be held on August 21 at 10:30 a.m.

ADJOURNMENT:

The meeting adjourned at 11:07 a.m.

Secretary
Sarah Pielhop