

BRILLION PUBLIC LIBRARY BOARD
Brillion Public Library 10:30 A.M.
October 16, 2019

CALL TO ORDER:

Marc Axelrod called the meeting to order at 10:30AM

ROLL CALL:

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

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. Seconded by Mona Cox. Motion carried.

APPROVAL OF MINUTES- September 18, 2019

Motion: Marilyn Schuh moved to approve the minutes of the September 18, 2019 Library Board meeting as printed and circulated. Seconded by Mona Cox. Motion carried.

COMMUNICATIONS:

LIBRARY DIRECTOR'S REPORT:

Circulation:

Circulation was higher this September than last September, though we're still lower than last year's year-to-date numbers. Circulation is higher on Overdrive for both the month and the year-to-date.

Financial:

Motion: Mona Cox moved to accept the Financial Report dated September 18 as written and circulated. Seconded by Brittany Smith. Motion carried.

c. Library Happenings:

STRATEGIC PLANNING - A draft is complete pending final edits and will be presented to the library board for review/approval in November.

Automation/Technology:

Shared System/LARS:

Badgerlink and the WISCAT interface update completed

Technology updates:

Our new equipment was installed 10/5 with the exception of the director's computer, which is being set up today (10/16/19).

Marquee sign—had to purchase software disc to install software on new computer at a cost of \$26.00 which will come from donation funds.

BUILDING AND GROUNDS MAINTENANCE

Any Building and grounds issues

Tables are now in the teen area.

Couches in the magazine area have been removed, along with monitors and the TV in the children's area. All were disposed of and are no longer on library property.

Exterior parking lot light (north/furthest from entrance)—ballast was not working; replaced with LED by Krueger Electric.

Toilet seat in staff restroom replaced.

LIBRARY PROGRAMS

Library Friends

Friends are preparing for an annual silent auction of book baskets, which will run November 18-December 14.

Ongoing program updates

Trail Tales through October 19.

We are hosting a STEAM Fest October 18 with help from volunteers from National Honor Society and PUSH.

Escape Room is at the end of the month.

After School Experiments and After School Experiments, Jr. resume in November.

LIBRARY GOALS 2019

Staff efficiency is on-going and will continue next year.

LIBRARY BUDGET

The City Council's Committee of the Whole met Oct 14th. Rachel reported that many City capital items will have to be borrowed for. At the Committee of Whole a council member asked about the use of the Library's Chester Tamm funds. The Board discussed this and is against using these funds for operating and maintenance items.

The next Committee of the Whole meeting regarding the 2020 budget is October 23 at 6:00 PM.

HOLIDAY HOURS

Motion: Dominick Madison moved to approve the holiday hours as revised. Seconded by Mona Cox. Motion carried.

TRUSTEE TRAINING

TE 17 - Membership in System

TE 18- Library Board appointments

MANITOWOC-CALUMET LIBRARY SYSTEM

The Valders' book drop has been returned and is back in place.

There will be SIRSI catalog update to be scheduled later this year. Functionality will be improved.

NEW BUSINESS

Records Retention Schedule

Motion: Sarah Pielhop moved to adopt the General Records Retention Schedule for Wisconsin Public Libraries & Public Library Systems and Related Records. Seconded by Nancy Zimpel. Motion carried.

Legal Records Custodian

Rachel contacted DPI and is waiting for a response. This item is to be tabled pending further information on the notice required. Nick Madison will send Rachel information on what the public school does.

PRESIDENT

NA

CITIZEN INPUT

NA

SET NEXT MEETING DATE

The next Brillion Public Library Board Meeting will be held on November 20 at 10:30 a.m.

ADJOURNMENT:

The meeting adjourned at 11:15 AM.

Tammy Fischer, Secretary