

BRILLION PUBLIC LIBRARY BOARD
Brillion Public Library 10:30 A.M.
January 15, 2020

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, Marilyn Schuh, Brittany Smith, and Nancy Zimpel. Also present was Library Director Rachel Hitt.

Absent: Linda Deiter and Sarah Pielhop.

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- December 18, 2019

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

COMMUNICATIONS:

\$500 donation from Tom and Patricia Gronseth on behalf of their grandchildren (Nies).

LIBRARY DIRECTOR'S REPORT:

Circulation: Circulation of physical materials (excluding magazines) is down approximately 6% relative to last year. Juvenile materials declined approximately 2.0% overall, and adult materials dropped 7.6%.

Financial:

Fill-the-Shelves funds have been spent.

Motion: Marilyn Schuh moved to accept the Financial Report dated January 15, 2019 as written and circulated. Seconded by Brittany Smith. Motion carried.

c. Library Happenings:

The library (Rachel and Dawn Eijtjes) submitted the application for a DPI grant on January 3 for a public library/public school partnerships that focus on collection management with a focus on diversity, inclusion and equity on January. We should be notified by the end of the week.

Automation/Technology:

Shared System/LARS:

As noted, the scheduled library catalog interface took place on December 31.

The site is more mobile-friendly (but not responsive) and OverDrive records are no longer cut off. This upgrade allows for the implementation of other features to be determined.

Technology updates:

Equipment update 2020:

The amount on last month's summary omitted the cost of a projector. New computers to be installed in February.

Motion: Mona Cox moved to approve the purchase of the equipment listed in the 2020 technology plan, including the purchase of new monitors, using library reserves as amended and circulated. The total expenditure will be \$3,606. Seconded by Marilyn Schuh. Motion carried.

BUILDING AND GROUNDS MAINTENANCE

Any Building and grounds issues

There were some glitches during the holidays (different building hours), but the system seems to be working as programmed.

The edges of carpet tiles were coming loose in the teen area and along the windows behind juvenile non-fiction. Public Works glued them back down.

LIBRARY PROGRAMS

Library Friends

No update.

Ongoing program updates

After School Experiments, Jr. and After School Experiments will be merged into a single, monthly program for grades 1-6 starting in March. Book Talking *After Dark* is changing its regularly scheduled night to the third Thursday or the month starting in February.

A Teen advisory meeting is scheduled for January and February.

LIBRARY GOALS 2019

The final update was reviewed. Rachel noted the following budget/vs circulation numbers:

Adult material is 55.5% of the budget (Utilization is 44.2%)

Juvenile material is 44.5% (Utilization is 55.8%)

\$200 is unallocated.

Rachel did shift budget funds last year from adult to juvenile, but will hold off shifting any more funds for now.

MANITOWOC-CALUMET LIBRARY SYSTEM

Nothing to add to the report.

2020 STRATEGIC PLAN

A working draft of an implementation plan was prepared and reviewed. The plan serves as a road map for tasks and activities to be completed in 2020. Rachel will give quarterly updates to the Board.

TRUSTEE TRAINING

TE 19 – Library Director Certification (Rachel is certified to the correct level needed here.)

TE 20- The Library Board & Building Accessibility (Rachel did ask City Hall when the last assessment of the library building was done and is waiting for a response.)

TE-21 – The Library Board and Accessible Services (A couple items mentioned: 1) lever door handles – this will be taken care of at the time of building upgrades. 2) Magazines are at a higher height level. Signs will be put up stating patrons can ask for assistance.)

FEASIBILITY STUDY

Rachel requested funding from the R.D. & Linda Peters Foundation for the study, citing an estimated cost of \$9,000 to allow for focus groups and three renderings. The Peters Foundation committed to provide \$6,000. Rachel will contact other foundations in the area to secure the remaining \$3,000. The Request for Qualifications (RFQ) was posted on Monday, January 13 with a deadline of March 4.

NOTE: Rachel has contacted the Ariens and Endries Foundations and will also reach out to BAFF.

NEW BUSINESS

COLLECTION DEVELOPMENT POLICY

The revised policy states that an item may not be challenged more than once in a three-year period.

Motion: Nick Madison moved to adopt the Collection Development Policy as revised and circulated. Seconded by Marilyn Schuh. Motion carried.

PRESIDENT - NA

CITIZEN INPUT - NA

SET NEXT MEETING DATE

The next Brillion Public Library Board Meeting will be held on February 19 at 10:30 a.m.

ADJOURNMENT:

Motion: The meeting adjourned at 11:15 AM

Tamm Fischer, Secretary