

BRILLION PUBLIC LIBRARY BOARD
Brillion Public Library 10:30 A.M.
March 18, 2020

CALL TO ORDER:

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

ROLL CALL:

Present were: Marc Axelrod, Mona Cox, Tammy Fischer, Sarah Pielhop, Amy Riemer, Marilyn Schuh Also present was Library Director Rachel Hitt. Absent: Brittany Smith, Dominick Madison 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 and move items 12 (Feasibility Study) and 15 (New Business) to be discussed after item 5. Seconded by Sarah Pielhop. Motion carried

APPROVAL OF MINUTES- February 19, 2020 & March 12, 2020

Motion: Sarah Pielhop moved to approve the minutes of the February 19, 2020 Board meeting and the March 12, 2020 special board meeting as printed and circulated. Seconded by Mona Cox. Motion carried.

NEW BUSINESS

Access to library building to third parties during emergency closure

Trinity Lutheran Church has requested a key be provided to a minister at the church in order to continue weekly broadcasts during the library closure. Rachel Hitt declined the request on the grounds that the building was closed to the public and cited potential liability issues. Emergency Management Director Joey Diener agrees that the building is closed to the public. After Pastor Henzi spoke with Joy Buboltz at the City Center, Joy passed along his concerns to Tammy Fischer. The agenda was amended to allow the board to discuss the matter at today's meeting.

Motion: Marc Axelrod moved to allow the Library Board President to have a key to access the library at his discretion. Seconded by Sarah Pielhop. Call Vote Taken: Tammy Fischer was the only No. Motion passed.

FEASIBILITY STUDY

Feasibility Study Funding

The library has raised \$9,000 to date with commitments from the R.D. & Linda Peters Foundation (\$6,000), Brillion Area Family of Funds (\$1,500), and the Violet and Rueben Laack Memorial Fund (\$1,500.) A response from the Ariens Foundation is pending, and a request will be submitted to the Endries Foundation by the end of the month.

Feasibility Study Interview

Trevor Frank, SEH (architect from Appleton) and Nate Day from their Madison office were present today. Their presentation consisted of their approaches to public input (they use a combination of technology and “old school” meetings) as well as their experience.

**Motion: Marc Axelrod moved to accept the consultants proposal submitted by Short Elliot Hendrickson, Inc. for feasibility services. Seconded by Sarah Pielhop.
Motion carried.**

Feasibility Study Committee

Rachel asked the board to recommend individuals to serve on the feasibility study committee. Marilyn Schuh volunteered. Ken and Jani Wagner were also suggested.

COMMUNICATIONS:

The library received a \$1,000 undesignated donation from Donna Syty. (She is Rachel’s aunt.) The \$1500 grants awarded by the Brillion Area Family of Funds and the Violet and Rueben Laack Memorial Fund have been received.

LIBRARY DIRECTOR’S REPORT:

Circulation: up a bit from last year

Financial:

Motion: Marilyn Schuh moved to accept the amended Financial Report dated March 18, 2020 as written and circulated. Seconded by Mona Cox. Motion carried.

c. Library Happenings:

Materials funded by the DPI/LSTA grant have been ordered, with about 80% received and processed.

Automation/Technology: Nothing to add to the director’s report. COVID-19 is the main point of discussion.

Shared System/LARS:

Technology updates:

BUILDING AND GROUNDS MAINTENANCE

Any Building and grounds issues

Both boilers experienced an ignition failure on March 12. ACC replaced the faulty switches that afternoon.

LIBRARY PROGRAMS

Library Friends

The Friends are willing to provide funding for Trail Tales again this year. They decided not to pursue 501c3 status.

Ongoing program updates

The suspension of all programs through March 31 was announced on March 13. (Discussion to follow in the COVID-19 portion of the agenda.)

MANITOWOC-CALUMET LIBRARY SYSTEM

Nothing to add to the report.

COVID-19

As previously noted, prior to the announcement of statewide school closures (March 18-April 6), all programming was suspended through March 31.

Since the announcement of school closures, public libraries throughout the state are reducing services (hours, curbside pick-up) or closing altogether. The general consensus is that libraries want to serve as a source of reliable information and to set the tone in our respective communities by complying and encouraging CDC guidelines—encourage social distancing in an effort to “flatten the curve” (reduce the likelihood of a health care system overwhelmed by COVID-19 cases).

Governor Evers’ emergency order on March 17 that prohibits mass gatherings of 10 or more will result in the closure of all public libraries with the possible (but unlikely) exception of limited curbside service.

On Monday, March 15, city department heads met and were joined by City Council President Mel Edinger to discuss the response to COVID-19. We all agreed that it was necessary to close all access to the community center (including the new 24/7 access) and the library during the time the schools are closed (March 18 through April 6). Staff at the community center and the library will be paid their regularly scheduled hours per Council President Edinger through April 6. (Department heads are still working, and the City Center will remain open.) Rachel will work onsite this week at least until all shipments have been received or rerouted to the City Center. Unless my presence is required in the library or at city meetings, I will work remotely from home.

What are the board’s views on compensation for staff should the closure extend beyond April 6 and not be approved by the City of Brillion? Other related matters?

Motion: Sarah Pielhop moved to pay all library employees for scheduled hours thru the end of the COVID-19 crisis as it affects the library. Seconded by Marilyn Schuh. Motion passed.

LIBRARY FUNDRAISER – TOTE BAGS

This item is tabled pending pricing.

PRESIDENT - NA

CITIZEN INPUT - NA

SET NEXT MEETING DATE

The next Brillion Public Library Board Meeting will be held on April 15 at 10:30 AM, conditions permitting.

ADJOURNMENT:

Motion: The meeting adjourned at 11:50 AM

Tammy Fischer, Secretary