

**BRILLION PUBLIC LIBRARY BOARD**  
**Brillion Public Library 10:00 A.M.**  
**October 21, 2020**

In the interest of public health and safety, members of the Library Board and the public were provided access to the meeting via Go to Meeting.

**CALL TO ORDER:**

Marilyn Schuh called the meeting to order at 10:00AM

**ROLL CALL:**

Present were: Mona Cox, Tammy Fischer, T.J. Moehr, Amy Riemer (joined at 10:30), Marilyn Schuh, Brittany Smith, Nancy Zimpel Also present was Library Director Rachel Hitt.

Absent: Marc Axelrod and Dominick Madison

**PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was recited by the group.

**APPROVAL OF AGENDA:**

**Motion:** Mona Cox moved to approve the agenda as printed. Seconded by Nancy Zimpel.  
Motion carried

**APPROVAL OF MINUTES- September 16, 2020 & October 7, 2020**

**Motion:** Mona Cox moved to approve the minutes of the September 16, 2020 and October 7, 2020 Board meetings as printed and circulated. Seconded by Nancy Zimpel. Motion carried.

**COMMUNICATIONS:**

Jane Koplidansky is not retiring from her garden duties.

**LIBRARY DIRECTOR'S REPORT:**

**a. Circulation:**

**b. Financials**

**Financial:**

All but approximately \$46 of 2018 and 2019 donations have been paid out. The donations were used to purchase materials.

**Motion:** Nancy Zimpel moved to accept the amended September Financial Report as amended and circulated and the October Financial report as written and circulated. Seconded by Mona Cox. Motion carried.

**c. Library Happenings:**

Nothing to add to the report

## **Automation/Technology**

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

A purchase recommendation link has been added to the library catalog.

The information security training being provided through MCLS will begin in November 2 for all adult staff.

### **Technology updates:**

Outdoor Wi-Fi router to be discussed under COVID-19 services.

## **BUILDING AND GROUNDS MAINTENANCE**

### **Building security**

Two master keys were issued to the Boy Scouts (Chris Brandt and one to a Cub Scout leader in the 90's) without any documentation to track the distribution. This was tabled until after the policy discussions in new business.

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

Acoustic ceiling tiles were ordered but the product was damaged prior to delivery. Tiles were re-ordered.

### **Ongoing program updates**

Trail Tales concluded on October 11. Since the BNC was closed to public, we do not have an accurate count of those who attended. Based on the number of cars and visitors during the hours the naturalist was present, it was well attended.

## **LIBRARY PROGRAMS**

Digital Book Groups started.

## **TRUSTEE TRAINING**

The topic was the model for purchasing and lending digital materials.

Rachel will share a link for a trustee training series provided by IFLS called Trustees Supporting Library Directors. There are four sessions. All will be recorded. The Board members agreed to listen to Part 3 which is titled Connecting the Library and Community. This will be discussed during the December Board Meeting.

## **MANITOWOC-CALUMET LIBRARY SYSTEM**

As of 10/19, Kiel Public Library is the only library in the system that is open to the public.

## **HOLIDAY HOURS**

Thursday, December 24-Saturday, December 26 CLOSED

Monday, December 28-Wednesday, December 30 12:00-5:30

Thursday December 31- Friday, January 1 CLOSED

**Motion:** Mona Cox moved to approve the 2020 holiday hours as written and circulated. Seconded by Nancy Zimpel. Motion carried.

## **COVID-19 LIBRARY SERVICES**

The DPI provided a recommendation for a new quarantine period of 24 hours. All materials returned to the library and received via the delivery will be quarantined for 24 hours instead of 96 hours.

The number of positive cases and active cases has continued to increase since the board reduced services. Rachel does not recommend altering library services at this time.

CARES Grant funds will be used by MCLS to purchase an outdoor wi-fi router for Brillion. Grant funds will cover \$1,031.12 of the \$1,331.37 to purchase the unit. There are additional costs including a mounting bracket (\$150) and installation. No motion was made as these costs will come out of the operating budget.

## **LIBRARY BUDGET 2021**

No action required.

## **STRATEGIC PLAN UPDATE**

COVID-19 has directly halted progress on goals such as the feasibility student and lessened the priority level of goals tied to the feasibility study, such as those connected to establishing a library foundation.

## **2020 LIBRARY GOALS**

The time required to develop new policies has delayed progress on reviewing and updating current policies. Tentatively, Rachel plans to review the other policies under Facility/Equipment Use yet this year but may not complete six.

## **NEW BUSINESS**

### **USE OF FACILITIES POLICY**

#### **Meeting Room Use Policy**

The board reviewed the proposed policy and provided feedback for revisions to be presented next month.

#### **Storage Space**

Storage space does not necessarily require a policy, but the library board was called upon to determine terms of use.

#### **Keys**

Discussion included the need for a justifiable reason to give an outside person/group a key and that Board approval should be required. The cost to rekey all locks is approx \$1700.

The above New Business Items will be on the November agenda.

## **FINE FREE POLICY**

A draft policy was provided to solicit feedback and guidance. An updated draft will be presented next month for board consideration.

**PRESIDENT NA**

**CITIZEN INPUT NA**

**SET NEXT MEETING DATE**

The next Brillion Public Library Board Meeting will be held on November 18<sup>th</sup> at 10:00 a.m.

**ADJOURNMENT:**

**Motion:** The meeting adjourned at 11:10 AM.

Tammy Fischer, Secretary