

**BRILLION PUBLIC LIBRARY**

**BOARD MEETING MINUTES**

**BRILLION PUBLIC LIBRARY BOARD**

**Brillion Public Library**

**October 27, 2021 @ 3:00 PM**

**CALL TO ORDER:**

Marilyn Schuh called the meeting to order at 3:00 PM.

**ROLL CALL:**

Present were: Tammy Koehler (arrived 3:05), Corey Baumgartner, Marilyn Schuh, Mona Cox, Nancy Zimpel, Amy Riemer, Brittany Smith. Also present were Library Director Lydia Dill and library employee Terri Peters. Absent were: T.J.Moehr and Tammy Fischer.

**PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was recited by the group, led by Marilyn Schuh.

**APPROVAL OF AGENDA:**

**Motion:** Brittany Smith moved to approve the agenda after amending the October 2021 voucher.. Seconded by Amy Riemer. Motion carried.

**APPROVAL OF MINUTES-September 15, 2021**

**Motion:** Nancy Zimpel moved to approve the minutes of the September 15, 2021 meeting. Seconded by Mona Cox. Motion carried.

**CITIZEN INPUT:** None

**COMMUNICATIONS:** Thank you notes from Peggy Buffington (for a basket she won) and Jani Wagner (for a copy of Echo Mountain given to Trinity School) were shared.

**STAFF INPUT:** Terri Peters, a part-time employee for the past 18 years, shared her duties and responsibilities, such as working with the magazines and searching for lost books.

**GUESTS:** None

**LIBRARY DIRECTOR'S REPORT**

- a. **Circulation**-Check out slips now show how much money patrons save by using the library over purchasing materials
  
- b. **Patron Reports:** None

c. **Financial-** Marilyn Schuh moved to accept the financial report as printed. Seconded by Corey Baumgartner. Motion carried.

d. **Library Happenings:** Take and Makes have proved to be very popular. Some DVD's were moved from the adult section to the children's section based on content. New Holstein Public Library donated a shelf which we will use for the DVD's. We will not hear about the ECF Grant until next year. Lydia will try to get more information. Stickers are being applied to books in a series to help identify them more easily. The Friends of the Library are sponsoring a book bag sale as a fundraiser. This includes bags for adults and children.

**AUTOMATION/TECHNOLOGY:** One of the computers crashed, but was covered by warranty. Another computer was moved to a different station based on use. We are realizing that many of our computers are dated and something will have to be done in the future.

**BUILDING AND GROUNDS MAINTENANCE:**

- a. **Parking lot-** Our original proposal for work on the parking lot is from 2018. Lydia has requested a new estimate.
- b. **Bathroom update-** School Home Improvements provided an estimate of \$5000 to repair the staff bathroom. The estimate included new fixtures from Fuhrmann. Lydia will contact Jeremy Eickert for clarity on the need for new fixtures.

**LIBRARY PROGRAMS:** Ryan Hale has volunteered to come in once a month to provide financial advice. He will discuss saving for college on November 3, 2021,

**MANITOWOC-CALUMET LIBRARY SYSTEM:** The MCLS Board needs to fill one vacant seat. Our Board members are welcome to volunteer. Meetings are every other month.

**LIBRARY BUDGET-**Due to Lydia switching from a single health plan to a family plan, the budget has increased \$11,000. There was much discussion as to how to approach this problem. The Board strongly feels that it is unfair to ask Lydia to find budget cuts to resolve this situation.

**STRATEGIC PLAN-**Lydia would like to form a committee to focus on our strategic plan, rather than having to involve the entire board. Lydia and Mona will be on the committee. We will ask Amy if she is willing to serve; if not, Tammy K. will participate.

**OLD BUSINESS-**Our Covid policy will remain as is.

**NEW BUSINESS-Holiday** hours were set as follows: Thanksgiving--closed Thursday, Friday and Saturday. Christmas--closed December 24, 25, 27, 31 and January 1 and 3. Reduced hours during the holidays were discussed.

**OTHER NEW BUSINESS:** Our broadcasting machine for cable is not working and cannot be fixed.. A new system will cost \$5000. If the 3 local churches that use the system want to chip in for a new one, they may. The library cannot afford it and we do this as a service.

Lydia will provide board members with her employment agreement with the City of Brillion for the November meeting. This may be reviewed in closed session at that time.

There was a discussion of the lack of a Notary Public at the bank. Lydia is willing to become a notary if the library will pay the \$95 fee. This will come from the education budget.

Lydia asked whether she could post a sign requesting use of masks for the author presentation to be held tonight due to health issues of one of the presenters. Marilyn Schuh so moved. Seconded by Nancy Zimpel. Motion carried.

**SET NEXT MEETING DATE:**

November 17, 2021 at 3:00 PM

**ADJOURNMENT:** Meeting adjourned at 4:15 PM.