
Brillion Public Library Board

Brillion Public Library

December 15, 2021 @ 3:00 PM

CALL TO ORDER:

Tammy Koehler called the meeting to order at 3:00 pm

ROLL CALL:

Present were: Tammy Koehler, Tammy Fischer, Corey Baumgartner, Marilyn Schuh, Brittany Smith, Amy Riemer, Mona Cox and Nancy Zimpel (left at 4:00 pm)

Absent: TJ Moehr

Guests: City Administrator Peter Wills and MCLS Director Rebecca Scherer (left at 4 pm)

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited by the group.

APPROVAL OF AGENDA:

Motion: Marilyn Schuh moved to approve the agenda as printed. Seconded by Mona Cox. Motion carried.

APPROVAL OF MINUTES - November 17, 2021

Motion: Marilyn Schuh moved to approve the minutes of the November 17, 2021 Library Board meeting as printed and circulated. Seconded by Nancy Zimpel. Motion carried.

CITIZEN INPUT:

None

COMMUNICATIONS:

None



STAFF INPUT:

a. Amy Wolff

Amy has been a Brillion community member for about 13 years. Previously she worked at the New Holstein Library for 3 years in their Children's Services area. In Brillion she helps with the Summer Reading Program and the weekly STEAM Program.

GUESTS

a. MCLS Director - Rebecca Scherer

Becky is the only full time employee in the System - the others are part time. Internet, automation and delivery are the biggest areas of assistance she provides. She also helps with education and consulting for the member libraries.

LIBRARY DIRECTOR'S REPORT:

a. Circulation:

In line - nothing unusual

b. Patron Reports

3-4 pm is the most active time but the library is benign used all open hours

c. Financial:

1 2021 December Vouchers Report

Motion:

Mona Cox moved to accept the December 2021 Voucher Report as written and circulated. Seconded by Marilyn Schuh. Roll Call Vote Taken - all in favor.

LIBRARY HAPPENINGS:

I Teen Subscription Boxes

The name is being changed to Teen Mystery Boxes. The Kiel, New Holstein and Chilton libraries recently started this program. In Brillion there are 6 boxes available. This program is going so well that an Adult version will be started per patron request.

li Notary Update

Lydia received her commission and is officially a notary now.



iii Brillion Public Library Reading Garden

The RDA has officially recommended the Brillion Public Library Reading Garden to the Planning Commission. The Peters Foundation is interested in supporting this project. The goal is for this project to be at no cost to the Library. Lydia does want to form a committee for this project and then start obtaining bids. This item will be added to the January Agenda.

AUTOMATION/TECHNOLOGY:

The Library received Chrome Books via a grant. Tammy Koehler (IT Dept) assisted with the process of “wiping” the chrome books between uses.

BUILDINGS & GROUNDS MAINTENANCE:

Nothing new

LIBRARY PROGRAMS:

- a. **Winter Party** to be held December 21, 2021 from 4-6 pm. Fun events are planned for all ages.

MANITOWOC-CALUMET LIBRARY SYSTEM:

Each library will receive a grant of \$3,000 to be used for furniture for each library. December 24, 2021 the list of what we can choose from will be available.

LIBRARY BUDGET:

Lydia will provide a “Spending Report” to assist the Board to know where we are at fiscally.

STRATEGIC PLAN:

- a. **Committee to Meet in January**

PERSONNEL:

- a. **Directors Employment Agreement and Evaluation Process: Attachment 7 and Attachment 8 Closed Session per WSS 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises**

responsibility. Convene in Closed Session. Reconvene in Open Session to take action if necessary and appropriate.

Motion: Corey Baumgartner moved to convene in Closed Session. Seconded by Amy Riemer. Roll Call Vote taken - all in favor. (NOTE: Nancy Zimpel left the meeting just before we went into closed session)

b. Director Compensation - Attachment 9

- c. Closed session per WSS 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Convene in Closed Session. Reconvene in Open Session to take action if necessary and appropriate.**

Motion: Corey Baumgartner moved to reconvene into Open Session. Seconded by Mona Cox. Roll Call Vote taken - all in favor.

OLD BUSINESS:

a. COVID 19

The numbers are back down ot very high (was at critical)

NEW BUSINESS:

a. Director's Employment Agreement and Evaluation Process:

Discussion with Peter regarding the City Requirement.

Motion: Marilyn Schuh moved to accept the Employee Agreement as amended to change the date to 2021.. Seconded by Corey Baumgartner. Motion carried - all in favor.

b. Director Compensation

Motion: Marilyn Schuh moved to evaluate the performance and compensation beginning in May and ongoing annually. Seconded by Mona Cox. Motion carried - all in favor.

c. Recommendation of Corey Baumgartner for Library Board Position to City Council for 2022

Motion: Amy Riemer moved to recommend Corey Baumgartner to the Library Board. Seconded by Mona Cox. Motion carried - all in favor.



d. Church Broadcast Update

Lydia reached out to all three churches who use the broadcasting equipment. Faith United Methodist opted to stop using the equipment. The other two will continue to use it until it stops working. Potter UCC is interested in funding new equipment and will reach out to Trinity.

SET NEXT MEETING DATE:

January 19, 2022 at 3 PM

ADJOURNMENT:

The meeting adjourned at 5:00 PM

Tammy P. Fischer, Secretary