
Brillion Public Library Board

Brillion Public Library

January 19, 2022 @ 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, TJ Moehr, Marilyn Schuh, Brittany Smith, Amy Riemer, Mona Cox and Nancy Zimpel

Absent: Corey Baumgartner

Guests: None

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 - December 15, 2021

Motion: Marilyn Schuh moved to approve the minutes of the December 15, 2021 Library Board meeting as printed and circulated. Seconded by Mona Cox. Motion carried. (TJ abstained due to absence at Dec 15th meeting)

CITIZEN INPUT: None

COMMUNICATIONS:

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- a. **Donations:** From Sue Quist \$100, from Peters Foundation \$15,000 to go towards architect fees for the Library Reading Garden, from Peters Foundation \$3,000 for the Library Trust, from Lynn Tamm \$100, from Hidden Treasures \$1,000 and a popcorn machine from Mona Cox.
 - b. **Friend's Basket Sale:** made \$821 - this is an all time high

STAFF INPUT:

Nothing this month but Bobbie Sue will attend the February Board Meeting

GUESTS None

LIBRARY DIRECTOR'S REPORT:**a. Circulation:**

Down - due to the holidays

b. Patron Reports

Down - due to the holidays

c. Financial:**1 2022 January Vouchers Report****Motion:**

Marilyn Schuh moved to accept the January 2022 Voucher Report as written and circulated. Seconded by Nancy Zimpel. Roll Call Vote Taken - all in favor.

LIBRARY HAPPENINGS:**I Magazine, Large Print, and Adult Fiction Project**

The new magazine rack is more towards the front of the library and more visible to patrons. Large Print items were moved to the back wall to allow for room to grow for the Adult Fiction area. The mystery and sci-fi sections will now be part of adult fiction, with a sticker on the binder to identify the genre.

AUTOMATION/TECHNOLOGY:**a. Chromebook Circulation Agreement Form:**

The changes were needed in order for our library to comply with the grant conditions.

Motion: Marilyn Schuh amended her original motion: She moved to approve the Chromebook Circulation Agreement Form with corrections. Seconded by Brittany Smith. Motion carried.

b. Chromebook Circulation Policy:

The changes were needed in order for our library to comply with the grant conditions.

Motion: Brittany Smith moved to approve the Chromebook Policy with corrections. Seconded by Nancy Zimpel. Motion carried.

b. Copier Update:

The new copier is to be installed Jan 20, 2022. The old one will be taken away.

BUILDINGS & GROUNDS MAINTENANCE:

a. Electronic Sign Update:

The antennae needs to be replaced at a cost of \$2,233.60. Lydia will look for donations. We also need to determine how we can budget for continued maintenance of the sign, which is now 10 years old.

LIBRARY PROGRAMS:

a. Lego Contest

This is currently going on. There are 15 entries.

MANITOWOC-CALUMET LIBRARY SYSTEM:

a. Circulation Comparison

Brillion has the lowest budget in the system but more circulation than two other system libraries.



LIBRARY BUDGET:

Waiting for year end numbers for the City, including the amount of carry over from the 2021 Budget that will be put into Reserves.

STRATEGIC PLANNING COMMITTEE:

The Committee met January 13th. The committee consists of 2 Board members (Amy and Mona), and the Director (Lydia). Dahle Enneper will be joining as a citizen member. The committee discussed having citizens donate pictures/artwork to hang as new decor. The committee also discussed low cost options to update the library interior (ie painting walls). The committee will meet again in February.

LIBRARY READING GARDEN:

a. Updates on Funding and Approvals:

Brittany Smith presented it to the Planning Commission who approved to send this item to the City Council meeting on January 24, 2022. There is a \$15,000 donation from the Petes Foundation for the architect fees for the garden. This committee is looking for members and plans to meet soon.

OLD BUSINESS:

a. COVID 19


The numbers are super high. We are currently following County guidelines.

NEW BUSINESS:

Tammy Koehler is working her way through the Trustee Essentials manual. She has found items she wants to discuss to make sure our Library Policies line up with the items in the Trustee Essentials manual.

Lydia plans to update of Library Policies this year.

Lydia also informed the Board about the Memory Cafe. Lydia was approached with this item. It is a casual get together for care givers and patrons with dementia. This event will



be held March 1, 2022. All the group needs is a space to utilize and for the library to promote the event.

SET NEXT MEETING DATE:

February 16, 2022 at 3 PM

ADJOURNMENT:

The meeting adjourned at 4:10 PM

Tammy P. Fischer, Secretary