

Brillion Public Library Board Meeting

Brillion Public Library

October 18, 2023 @ 3:00pm

**CALL TO ORDER:**

Tammy Koehler called the meeting to order at 3:01 pm

**ROLL CALL:**

Present were: Tammy Koehler, Amy Riemer, Brittany Smith, TJ Moehr, Nancy Zimpel & Tammy Fischer  
Corey Baumgartner arrived at 3:03

Absent: Joan Pagel-Holzschuh, Kerri Martin

Also Present: Library Director Lydia Dill

**PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited by the group.

**APPROVAL OF AGENDA:**

Tammy Fischer moved to approve the agenda; seconded by Brittany Smith

All in favor; motion carried.

**APPROVAL OF MINUTES:**

August 16th, 2023 meeting – Tammy Fischer made the motion to approve; seconded by Nancy Zimpel;  
Corey Baumgartner and Brittany Smith abstained All in favor; motion carried

**CITIZEN INPUT:** none

**COMMUNICATIONS:** none

**GUESTS:** none

**LIBRARY DIRECTOR'S REPORT – See report;** Garrow Villa asked about 20 additional Take & Makes just for them. Lydia had questions about funding and thought it cost prohibitive, as the library usually only makes 20 total. We do take books there. Westhaven has a book club and delivery- those services were offered to Gallow. Take and Makes are limited to funding and donations available. WLA Conference next week – Lydia will attend; cost mostly covered by a grant. Library covers gas and lodging.

**Circulation – see report;**

- a. **Circulation** – see report; 31 new library cards!
- b. **Patron Reports –See report;** After school hours numbers are up
- c. **Financial - see report:** Defibrillator battery=\$172 replacement (in future will look for grants)  
WLA Conference -Education \$ covering additional expenses; \$ for Pixart – Garden Brick Fundraiser
- i. **September 2023 Voucher Report-** Corey Baumgartner made the motion to approve; seconded by Amy Riemer; Roll Call vote – all in favor; motion carried.
- d. **Library Happenings**

- i. **WI author to visit the library** - free.
- ii. **Brillion Area Family of Funds-** paid for Dia de Los Muertos Take & Makes; remaining \$ from the grant was spent on more books in Spanish- some popular titles/series
- iii. **Science Bags** – available at the library

## **LIBRARY POLICIES**

- a. **Purchasing Policy** - based on City's purchase policy, but catered to the Library's needs; more specific. Nancy Zimpel made motion to approve, 2<sup>nd</sup> by Corey Baumgartner; all in favor, motion carried

## **MANITOWOC-CALUMET LIBRARY SYSTEM**

- a. **3<sup>rd</sup> Quarter staff recognition** – Amy Wolff; info sheet passed around

## **LIBRARY BUDGET**

- a. **Budget Report** – see report; Payment for painting is included in the report;
- b. **2024 Proposed Budget** – see attachment; DPW removed from budget as City will pay for; Only other changes were raises for staff; benefit cost went up; most expenses are fixed year-to-year; We are the lowest or next to lowest library in regards to spending on books; \$3,000 from reserves – we may not need it; budget okayed (not approved) by the City to move forward; Tammy Koehler spoke to City Council about how the Library budget works; City has asked all Departments to make cuts; Motion made by Corey Baumgartner; 2<sup>nd</sup> by Tammy Fischer; Roll Call Vote; All in favor, motion approved.

**STRATEGIC PLANNING COMMITTEE** – Painting will begin soon and will take about a month to complete; Library will remain open during painting; *Agreeable Gray* chosen for main walls and *Mega Greige* selected for possible accent wall.

## **LIBRARY READING GARDEN**

- a. **Updates-** Lego brick mural fundraiser – over 12,000 bricks at \$.50 per = \$6000 raised when completed; Chilton Walmart gave Library a \$600 grant; reminder that all donations through 2024 will be matched by Peters Foundation up to \$50,000; Dec. 12<sup>th</sup> Tree Lighting; donated treats available and local businesses participating; Schroth's will do fun fundraiser at the end of November – Porch Pot class; lots of ideas for fundraising; Tammy Koehler will send out a letter to businesses asking for donations and providing info about the garden.

## **OLD BUSINESS –**

- a. Elevator Contract – expires March 2025; if library renews, will get \$1,000 off oil change (which costs \$9,000); Library Trust sets aside money for this type of expense; elevator not used a lot.

## **NEW BUSINESS – none**

## **SET NEXT MEETING AND TIME – Wednesday, November 15th, at 3:00pm**

**ADJOURNMENT** Motion to adjourn – Tammy Fischer; 2<sup>nd</sup> by Brittany Smith; all in favor. Meeting adjourned at 3:54pm.

**Amy Riemer, Secretary**