

Brillion Public Library Board Meeting

Brillion Public Library

March 20th, 2024 @ 3:00pm

CALL TO ORDER:

Tammy Koehler called the meeting to order at 3:02 pm

ROLL CALL:

Present were: Tammy Koehler, Amy Riemer, Brittany Smith, Nancy Zimpel, Corey Baumgartner, Tammy Fischer (left at 3:48) and Kerri Martin

Absent were: TJ Moehr and Joan Pagel-Holzschuh

Also Present: Library Director Lydia Dill

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

APPROVAL OF AGENDA:

Corey Baumgartner moved to approve the agenda; seconded by Brittany Smith

All in favor; motion carried. .

APPROVAL OF MINUTES:

February 21st, 2024 meeting – Nancy Zimpel made the motion to approve; seconded by Kerri Martin; All in favor; motion carried; Brittany Smith abstained

CITIZEN INPUT: -

COMMUNICATIONS: -

GUESTS: Becky Scherer – MCLS Director

LIBRARY DIRECTOR'S REPORT – See report; Cable Broadcast system has broken down again; last time it did (2 years ago) we were informed that it would cost \$5,000 to fix it next time; we decided to ask churches who use it to cover cost; the 2 churches are Potter & Trinity Brillion. Potter declined, Trinity is looking into it and will let us know. Will need a new estimate

- a. **Circulation** – see report; 20 new cards added in Feb. Not just kids, but adults too.
- b. **Patron Reports –See report;** Numbers pretty much the same as last month; 9am-10am on Saturdays still very busy
- c. **Financial - see report:**
 - i. **March 2024 Voucher Report- see report;** Otis Elevator, WI Elevator Inspection and Modern Marketing costs extra this month; Talking to Mayor and Andrew about capital expense account to cover costs of oil change/future repairs. Corey Baumgartner made the motion to approve; seconded by Tammy Fischer; Roll Call vote – all in favor; motion carried.
- d. **Library Happenings**

- i. **School Visits** – to talk about Summer reading programs among other topics; Brillion, Reedsville and Hilbert; asked to check into Trinity Rantoul
- ii. **Local Author Visits** - Andrew Graff had to cancel; another author, Cory Geiger will come April 24
- iii. **Elevator Update** – see Vouchers section above

LIBRARY POLICIES

- a. **Personnel Policy** –discussion moved to **Old Business** section later in the meeting; motion made by Corey Baumgartner, seconded by Kerri Martin

MANITOWOC-CALUMET LIBRARY SYSTEM

- a. **System Director Visit** - Becky discussed how the County reimburses the Library; our cost per circulation were down due to increased circulation and fewer expenses; 2 year delay between calculations and receiving reimbursement from County; 2025 reimbursement estimated to be close to 2024 numbers; MCLS is required to hold one meeting per year to review the County Plan; Calumet & Manitowoc libraries are reimbursed at 100%; We are in good shape going forward – 2021 will not happen again; How do we get more \$? – Becky said it's very difficult to change- must be asked for at the System Committee Meeting; Fundraisers – can and can't do? Cannot charge for Library services of any kind; Staff not required to assist; volunteer only.

LIBRARY BUDGET

- a. March Report – **see report**; no credit card purchases included; Workhorse – city doesn't update to the new year until around May; difficult to make comparisons.

STRATEGIC PLANNING COMMITTEE – Met on March 19th at 1pm; Continued work on 2025-2029 Strategic Plan

LIBRARY READING GARDEN

- a. **Updates** – Lydia applied to Endries Foundation; Murder Mystery fundraiser on April 12th; Bake Sale made \$535
- b. **Soup & Bread Fundraiser** – we don't have Raffle license so we partnered with Grow Foundation; drawing is April 15th; tickets are \$20
- c. **FoodWise Grant** – we received \$1000 for 4 raised garden beds, seeds, tools etc. Have partnered with 4-H & FoodWise to do programs (as required by the grant); also required that the food grown be donated to the community; a small fridge will hold perishable foods; shelving will hold non-perishable; also as required by the grant – we will have a survey to vote for your favorite food grown in order to interact with the people served by the program.

PERSONNEL

- a. **Maternity Leave Requested – formal written request** - see attachment; due to medical concerns, Lydia has requested that April 19th be her last day before her leave begins, unless complications cause her to leave sooner; Corey Baumgartner made a motion to approve the request; Nancy Zimpel seconded; All in favor, motion carried

OLD BUSINESS – Policies (moved from earlier in the meeting via motion)

Section 1 – Employment Policies

How are changes communicated? “Physical Fitness” terminology questioned; Role of Library Board – we can adjust/change; Is it necessary to list specific diseases? Prescriptions? “Taking” leave verses Needing time off due to illness or injury – pay full insurance premium verses paying only their portion.

Section 3 – Employee Conduct & Disciplinary Action

This whole section is very outdated; what actually applies to the Library?

Section 2 – Benefit Policies

One redundancy

It was determined that most of the City Policies are very outdated and that makes it very difficult for us to decide how they apply to the Library; a letter will be sent to the City Administrator about this issue and we will review at a later date.

NEW BUSINESS -

SET NEXT MEETING AND TIME – April 17th, at 3:00pm

ADJOURNMENT Motion to adjourn – Corey Baumgartner; 2nd by Kerri Martin; all in favor.
Meeting adjourned at 4:18pm.

Amy Riemer, Secretary