

BRILLION PUBLIC LIBRARY BOARD
Brillion Public Library 10:00 A.M.
November 15, 2017

CALL TO ORDER:

Marc Axelrod called the meeting to order at 10:00 AM.

ROLL CALL:

Present were: Chair Marc Axelrod, Jeff Vande Hey, Dean Wallace, Betty Nies, Lyle Ott and Dominick Madison. Also present was Library Director Chris Moede. Absent: Linda Deiter, Tammy Fischer and Nancy Zimpel.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited by the group.

APPROVAL OF AGENDA:

Motion: Dominick Madison moved to approve the agenda as printed. Seconded by Betty Nies. Motion carried.

APPROVAL OF MINUTES- October 18, 2017

Motion: Dominick Madison moved to approve the minutes of the October 18, 2017, Library Board Meeting as printed and circulated. Seconded by Betty Nies. Motion carried.

COMMUNICATIONS:

None

LIBRARY DIRECTOR'S REPORT:

Circulation:

Circulation was up for the month of October in the areas of: adult books, juvenile books, references and overdrive.

Financial:

Motion: Betty Nies moved to accept the Financial Report as written and circulated. Seconded by Lyle Ott. Motion carried.

C. Library Happenings:

A reception for Library volunteers will be held on Tuesday, December 19th from 4 to 5 p.m. The Library Staff is in the process of separating DVD movies into fiction and non-fiction.

Automation/Technology:

Shared System/LARS:

LARS and Director's meeting is scheduled for Friday, November 17th at New Holstein.

Brillion has experienced some problems with WorkFlows going down when other MCLS Libraries have not. This was reported to Charter to check out.

Technology updates:

The Technology Coding Club is meeting on the third Tuesday each month. The club members are learning how to use their coding skills to control the movements of the Meeper Robots.

Buildings and Grounds Maintenance

Closets

The 2017 Library Budget includes \$2,700 for a closet downstairs to store the chairs when not in use. A bid of \$8,700 for building the closet and installing shelving in the janitor's closet was received from John School. The Board agreed that the Director should get one or two more bids for the project.

Any Building and grounds issues

The HVAC had been heating up the building overnight due to a valve that was stuck. This problem has been repaired.

Chris purchased a commercial grade vacuum cleaner for \$139.42 which was well below the \$400 that was included in the 2017 Library Budget.

After the Fire Department inspected the Library for fire safety, the Inspector recommended that the Library replace the exit lights with new ones that provide better light. Chris will check with DPW on this issue.

Library programs

Library Friends

Library Friends will hold their Silent Auction from Monday, November 27th through Saturday, December 16th.

Ongoing program updates

The Library is offering a program on decorating cups using vinyl shapes.

Game time is scheduled once each month.

The schedule of programs for Storytime has been prepared for January through May 2018.

Chris has prepared the 2018 schedule for Book Talking for the entire year.

Manitowoc-Calumet Library System

MCLS is considering options for on-line magazines.

Consideration is being given to a database, Discover Local, which could be used to advertise local events, search for books and digitization projects to digitize photos, local history and slides.

The Library System contacted the Endries Foundation to request a grant for the Reach out and Read program. The Foundation has awarded MCLS with a donation of \$1,000 for this program.

Library Budget

The Library's 2018 budget was approved at the City Council meeting on Monday, November 13th.

Library Director

Job Description

Chris had sent the Board Members her job description that she had revised to better reflect the work she now does. The Board Members accepted the job description as received from Chris.

NEW BUSINESS

NA

PRESIDENT

NA

CITIZEN INPUT

NA

SET NEXT MEETING DATE

The next Brillion Public Library Board Meeting will be held on December 20, 2017 at 10:00 a.m.

ADJOURNMENT:

Motion: Betty Nies moved to adjourn the meeting. Seconded by Lyle Ott. Motion carried. The meeting adjourned at 10:43 a.m.

A Dean Wallace, Secretary pro tem