

**BRILLION PUBLIC LIBRARY BOARD**  
**Brillion Public Library 10:00 A.M.**  
**January 17, 2018**

**CALL TO ORDER:**

Marc Axelrod called the meeting to order at 10:03 AM

**ROLL CALL:**

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

Absent: Dominick Madison.

**PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was recited by the group.

**APPROVAL OF AGENDA:**

**Motion:** Dean Wallace moved to approve the agenda as printed. Seconded by Nancy Zimpel. Motion carried.

**APPROVAL OF MINUTES- December 20, 2017**

**Motion** – Lyle Ott moved to approve the minutes of the December 20, 2017, Library Board Meeting as printed and circulated. Seconded by Linda Deiter. Motion carried.

**COMMUNICATIONS:**

A homemade Thank You Card was received from Holy Family Catholic School for the Libraries STEM program held last week.

**LIBRARY DIRECTOR'S REPORT:**

**Circulation:** Program attendance is up along with ILL and overdrive use. DVD's and magazines continue to be down. Overall, usage is down from 1 year ago.

**Financial:**

**Motion** – Betty Nies moved to accept the Financial Report as written and circulated with additional bills for Hardware Plus (2017 budget), Baker & Taylor and Gannett Wisconsin Media (2018). Seconded by Linda Deiter. Motion carried.

**c. Library Happenings:**

Funds were used from the Laack Grant to purchase books on cd's.

**Automation/Technology:**

**Shared System/LARS:**

The next meeting will be held January 19<sup>th</sup> at 9 AM at the Brillion Library.

**Technology Updates:** The 5 chrome books and 1 iPad that were recently purchased have come in. Margie is in the process of setting up and hooking them up to the printer.

**Buildings and Grounds Maintenance:**

**Basement Storage Closet:**

Russ Calaway is to start the project at the end of January. Krueger Electric's quote for their work is estimated at \$500-\$600. The Estimate for the total project is \$4,800.00

**Hall Carpeting:**

The work will be done Feb 21<sup>st</sup> and 22<sup>nd</sup>, 2018

**Any Building and grounds issues:**

The Library now has a weather radio, courtesy of a Police Dept grant.

**Library Programs:**

**Library Friends:**

Jan 25<sup>th</sup> is their next meeting date.

**Ongoing Program Updates:**

The Milwaukee Bucks Reading Program is going on until the end of January.

The Munch-a-movie schedule is now available.

On Jan 30<sup>th</sup> there is a drop-in activity planned for Valentine's Day. This activity is between noon and 5 pm.

On Feb 3<sup>rd</sup>, Davidson Law will be at the Library for their presentation on estate planning and nursing home care.

The Calumet County Health Dept. will lead the book discussion on brain health in Feb.

**Manitowoc-Calumet Library System:**

Chris participated in the Library System Focus Group held in Kaukauna. The group wants to compile a survey to go out in all Libraries in the System. Especially important is asking about problems or issues these Libraries have with the System.

As of Feb 15, 2018 the Manitowoc Library will again be open on Thursdays.

The Wild Wisconsin Winter Webinar is next week. Any Board Member can sign up for sessions.

**Library Director Evaluation:**

It will not be done this year due to Chris's pending retirement.

**Library Director:**

Job Description – this was reviewed and tweaked. The Board decided to request a cover letter and the City Application form be filled out by all job candidates. A resume can be included if the candidate would like. The applications should all be emailed to the Library Board care of Mark Axelrod.

Posting: Chris reported that a lot of online sites do charge for the posting of job ads. At this time, it is decided to post the job posting as follows: DPI, Google communities, The WI League of Municipalities, The City Website and City billboards, and The Brillion News.

**NEW BUSINESS**

Jeff Vande Hey informed that Board that he will be moving out of Brillion and will have to resign from the Board. He will submit his letter of resignation to the Mayor once he moves.

**PRESIDENT**

NA

**CITIZEN INPUT**

NA

**SET NEXT MEETING DATE**

The next Brillion Public Library Board Meeting will be held on February 21, 2018 at 10:00 a.m.

**ADJOURNMENT:**

**Motion** –Betty Nies **moved** to adjourn the meeting. Seconded by Linda Deiter. Motion carried. The meeting adjourned at 10:55 AM

Tammy P. Fischer, Secretary