

BRILLION PUBLIC LIBRARY BOARD
Brillion Public Library 10:00 A.M.
October 18, 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, Tammy Fischer, Lyle Ott, Dominick Madison and Linda Deiter. Also present was Library Director Chris Moede.
Absent: Nancy Zimpel.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited by the group.

APPROVAL OF AGENDA:

Motion: Betty Nies moved to approve the agenda as printed. Seconded by Linda Deiter.
Motion carried.

APPROVAL OF MINUTES- September 20, 2017

Motion – Linda Deiter moved to approve the minutes of the September 20, 2017, Library Board Meeting as printed and circulated. Seconded by Dean Wallace. Motion carried.

COMMUNICATIONS:

The Library will once again participate in the Historical Society's Holiday Open House.

LIBRARY DIRECTOR'S REPORT:

Circulation: AV checkouts continue to decline. Juvenile books are on par with last year.

Financial:

Motion – **Betty** Nies moved to accept the Financial Report as written and circulated with an additional bill in the amount of \$170.50 from the Chester Tamm donation. Seconded by Dean Wallace. Motion carried.

c. Library Happenings:

The Mitten Tree will set up again this year, beginning Oct 1st.

Chris is currently proctoring a student.

There will be a Brain Health Workshop next week Tues at 2:30.

Automation/Technology:

Shared System/LARS:

A cash management system is being looked into. We would need a cash drawer.

Library cards that have not been used in the past 7 years will be purged.

The system has decided to reorganize how DVD's are categorized. Some DVD's come with a blu ray disc, some with bonus features, and some with two DVD's. It will be categorized to help patrons find them in the catalog. Smart Port training has been received.

Technology updates:

3 Meeper bots were purchased.

Buildings and Grounds Maintenance

Vacuum Cleaner

There is \$400 in the budget for a new vacuum. Chris will order a commercial grade vacuum.

Any Building and grounds issues

DPW cleaned the elevator windows

7 chairs sold – the rest will be dropped off at the recycling event in Potter on Oct 21st.

Library programs

Library Friends

The Silent Auction will run from Nov 27th thru Dec 16th.

Ongoing program updates

Upcoming genealogy programs include Meredith Meier from The Manitowoc Public Library to discuss their resources and Dave Miller (weather man) will discuss proving family stories in March. Story Time revolved around Fire Safety Week.

Read the Book, Be the Book will take place at the Library with activities at the Brillion Nature Center.

The Coding Club will meet Oct 18th.

Mrs. Santa will be at a program in Dec.

Manitowoc-Calumet Library System

Will receive \$10,000 more from the State. The Resource Agreement was approved.

Library Budget

Goes to Council Oct 23rd.

The budget is down \$14,000 due to a decrease in the expected Health Premium for Chris (due to her retirement in July 2018 and switching to single coverage vs family) and the expected wage decrease for a new Library Director.

Library Director

Time Table

Motion – Betty Nies moved to approve the time table as written. Seconded by Lyle Ott.

Motion carried.

Job Description – the three templates Chris passed on to the Board were discussed.

Library Survey

43 responses to the survey. Discussion regarding the highlights took place.

NEW BUSINESS

NA

PRESIDENT

NA

CITIZEN INPUT

NA

SET NEXT MEETING DATE

The next Brillion Public Library Board Meeting will be held on November 15, 2017 at 10:00 a.m.

ADJOURNMENT:

Motion – Lyle Ott moved to adjourn the meeting. Seconded by Linda Deiter. Motion carried. The meeting adjourned at 10:40 AM.

Tammy Fischer, Secretary