

Approved

**BRILLION PUBLIC LIBRARY BOARD**  
**Brillion Public Library 10:00 A.M.**  
**September 19, 2018**

**CALL TO ORDER:**

Dean Wallace called the meeting to order at 10:00 AM

**ROLL CALL:**

Present were: Linda Dieter, Tammy Fischer, Heather Gibler, Betty Nies, Brittany Smith, Dean Wallace and Nancy Zimpel. Also present was Library Director Rachel Hitt and Becky Peterson. Absent: Marc Axelrod and Dominick Madison.

**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 Nancy Zimpel. Motion carried.

**APPROVAL OF MINUTES- August 15, 2018 & August 29, 2018**

**Motion:** Nancy Zimpel moved to approve the minutes of the August 15, 2018 and the August 29, 2018 Library Board meetings as printed and circulated. Seconded by Brittany Smith. Motion carried.

**COMMUNICATIONS:**

NA

**LIBRARY DIRECTOR'S REPORT:**

**Circulation:**

Down since last year with the exception of OverDrive. Attendance is also down. Rachel reported that the reference stats will change starting in Sept as the Library will start using the DPI definition of a reference transaction.

**Financial:**

No motion was made. The August financial report will be reviewed at the next Board meeting as Rachel is waiting on some final numbers yet.

**c. Library Happenings:**

See Report

**Automation/Technology:**

The workstation pricing increases to \$688.84. \$608 is allocated. Margie recommended a different work station for \$629.31 (this one has a bigger hard drive unit). The new scanning guns have arrived and are working well.

Approved

**Staff computer:**

**Motion** - Betty Nies moved to approve the purchase of a Dell OptiPlex 3050 at a cost of \$629.71 for the main staff workstation, with the remainder of funds to be taken from capital reserves. Seconded by Linda Deiter. Motion carried.

**Fax machine:**

**Motion** - Linda Deiter moved to approve the purchase of a Ricoh top feeding fax machine at a cost of \$228.96 with the funds coming from the Reserves. Seconded by Nancy Zimpel. Motion carried.

**Shared System/LARS:**

Considering options for additional funding resources.

**Technology updates:**

See above

**Buildings and Grounds Maintenance**

**Any Building and grounds issues**

- Badgerland Sealing will be here mid-late October to do the crack fill.
- ECD came in July to meet with Andy Geiger to test the thermostats. The thermostat boxes can now be unlocked by staff in order to regulate the building temperature.
- The sink in the staff bathroom was cleaned out by Fuhrman.
- Book easels were purchased with the \$100 donation from Carl Zutz.

**Library Programs**

**Library Friends**

No updates.

**Summer Reading**

A successful program, however, not as many participants as last year. Rachel plans to make changes and try to simplify the program for next year to try to attract more participants.

**Ongoing Program Updates**

The first meeting for Tween Book Talking is 9/20/18.

Book Talking After Dark and Teen Book Talk will start in early October.

Rachel plans to replace the Homeschool Program with separate programs for 1<sup>st</sup>-3<sup>rd</sup> grades and 4<sup>th</sup>-6<sup>th</sup> grades. The programs will be held from 3:30-4:30 in order to allow others to join after school.

**Strategic Plan**

Becky Peterson informed that Board that the Manitowoc and Lester Libraries hired a firm to do their strategic planning, but this is costly. She stated that the Brillion Library is the only smaller Library in the Man-Cal system to have a strategic plan.

**Motion** - Heather Gibler made a motion to table this issue at this time. Seconded by Nancy Zimpel. Motion carried.

**Manitowoc-Calumet Library System**

There will be a meeting next week.

Approved

- Funding starts in 2019 for the following:
- Laptop Lab (to travel between the libraries)
- Additional funds for OverDrive
- Creative Bug program through JoAnn Fabrics

**NEW BUSINESS**

Andy Geiger submitted an expense sheet for rocks at the Library. After discussing, the Board asked Rachel to discuss this with Lori to make sure that items being paid for from our budget come to the Board.

Rachel has her official Director's Certificate – congratulations!

Rachel and staff will start working on the juvenile non-fiction section to move it to a different location as well as get rid of old and outdated items.

**PRESIDENT**

NA

**CITIZEN INPUT**

NA

**SET NEXT MEETING DATE**

The next Brillion Public Library Board Meeting will be held on October 17 at 10:00 a.m.

**ADJOURNMENT:**

**Motion:** Heather Gibler moved to adjourn the meeting. Seconded by Betty Nies. Motion carried. The meeting adjourned at 11:00 AM.

Tammy P. Fischer, Secretary