

Approved

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

CALL TO ORDER:

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

ROLL CALL:

Present were: Marc Axelrod, Linda Dieter, Tammy Fischer, Betty Nies, Dominick Madison, Dean Wallace, and Nancy Zimpel. Also present was Library Director Rachel Hitt.

Absent: Heather Gibler and Brittany Smith.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited by the group.

APPROVAL OF AGENDA:

Motion: Betty Nies moved to approve the amended agenda as printed. Seconded by Dean Wallace. Motion carried.

APPROVAL OF MINUTES- September 19, 2018

The Minutes were not available. They will be sent out for all to review and a motion for approval can be made at the next meeting.

COMMUNICATIONS:

NA

LIBRARY DIRECTOR'S REPORT:

Circulation:

Overdrive is up from last year.

Due to the changes made in tracking, the information we have for reference and for computer use is not accurately comparable to last year.

Financial:

Motion: Nick Madison moved to accept the amended Financial Report dated September 24, 2018 and the Financial Report dated October 17, 2018 as written and circulated. Seconded by Dean Wallace. Motion carried.

c. Library Happenings:

It has been busy with the usual programs.

The new book groups are up and running.

Automation/Technology:

Computer Monitor:

Motion - Nick Madison moved to approve the purchase of the 24 inch LED Monitor. Seconded by Nancy Zimpel. Motion carried.

Approved

Shared System/LARS:

Technology updates:

The antivirus software has been updated.

The Internet Explorer icon has been removed from the computers. (it is no longer updated by Microsoft)

The old work station is now being used as a server.

The new fax/printer has been installed and is working well.

Buildings and Grounds Maintenance

Any Building and grounds issues

- Parking lot work is tentatively scheduled for Friday October 19th if the weather holds out.
- ACC will check the settings for heating/cooling to make sure it is ok. (it doesn't seem to always be working correctly)
- The cracked sewer pipe was repaired on October 3rd.
- Update on the boilers: 1 is working. ACC is in the process of looking for parts to repair the other boiler, which is a temporary fix to get us through this year.
- The new LED lights are up.

Library programs

Library Friends

Silent Auction preparation is underway.

Ongoing program updates

There was one teen for book talking. Now that Volleyball is finished, there will hopefully be more of an interest.

Holiday Hours

Motion - Nick Madison moved to approve the holiday hours as proposed. Seconded by Dean Wallace.

Motion carried.

Thursday, November 22 & Friday, November 23 – closed

Monday, December 24 & Tuesday December 25 – closed

Wednesday, December 26 – 12:00-5:30

Thursday, December 27 – 12:00-5:30

Friday, December 28 – 12:00-5:30

Saturday, December 29 – closed

Monday, December 31 & Tuesday January 1 – closed

Trustee Training

We will start at the beginning of the manual next month.

Library Budget

The City Council asked the Board to cut a total of \$7,160, which consisted of the below plus \$1,000 from the Electricity/Gas budget.

Approved

Motion - Nick Madison moved to approve the following capital cuts of \$6,160 as requested by the City Council:

Replacement of Computer Chairs (12)	\$1,800
Book Display Unit	\$573
Book Carts (3)	\$162
Staff Computer	\$625
Parking Lot –Grind & Repave	\$3,000

Seconded by Dean Wallace. All in favor except Betty Nies.

Strategic Plan

Becky is discussing this with other libraries.

Manitowoc-Calumet Library System

The time period for filing claims on items that that patrons claimed were returned has been shortened.

NEW BUSINESS

NA

PRESIDENT

NA

CITIZEN INPUT

NA

SET NEXT MEETING DATE

The next Brillion Public Library Board Meeting will be held on November 14, 2018 at 10:00 a.m.

ADJOURNMENT:

Motion: Dean Wallace moved to adjourn the meeting. Seconded by Betty Nies. Motion carried. The meeting adjourned at 11:01 AM

Tammy Fischer, Secretary