

**BRILLION PUBLIC LIBRARY BOARD**  
**Brillion Public Library 10:00 A.M.**  
**November 14, 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, Dominick Madison, Brittany Smith, Dean Wallace, and Nancy Zimpel. Also present was Library Director Rachel Hitt. Absent: Betty Nies (Heather Gibler recently resigned from the County Board so is no longer a member of the Library Board)

**PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was recited by the group.

**APPROVAL OF AGENDA:**

**Motion:** Linda Dieter moved to approve the amended agenda as printed. Seconded by Nancy Zimpel. Motion carried.

**APPROVAL OF MINUTES- September 19, 2018 & October 17, 2018**

**Motion:** Dominick Madison moved to approve the minutes of the September 19 2018 & October 17, 2018 Library Board meetings as printed and circulated. Seconded by Nancy Zimpel. Motion carried.

**COMMUNICATIONS:**

Donations in the amount of \$100 and \$10 were received from anonymous donors.

**LIBRARY DIRECTOR'S REPORT:**

**Circulation:**

The month of November was down. Again, this is probably due to the new way usage is being tabulated.

**Financial:**

**Motion:** Linda Dieter moved to accept the amended Financial Report dated November 14, 2018 as written and circulated. Seconded by Dean Wallace. Motion carried.

**c. Library Happenings:**

The programs are going well.

Rachel is still working on recruiting for the Teen Book Talking program.

The WLA conference was informative and an overall good experience. Rachel found it helpful to talk to other library directors.

**Automation/Technology:**

2 device classes were held in October with no one in attendance. 3 robot sessions were held with 11 in attendance.

### **Shared System/LARS:**

### **Technology updates:**

### **BUILDING AND GROUNDS MAINTENANCE**

The parking lot work is complete.

Both boilers are working.

Heat unit in vestibule of parking lot entrance will be repaired. The fan in the heat vent is broken so a new one has been ordered.

There is an issue with the air handler/heating & cooling controls. ACC will talk to the controls design company to find out if it can be fixed. Right now the temperatures throughout the building vary quite a bit.

### **LIBRARY PROGRAMS**

#### **Library Friends**

The annual basket auction is coming up.

#### **Ongoing program updates**

Book Talk had 9 in attendance.

West Haven program had 4 in attendance.

Book Talking After Dark had 8 in attendance.

The Tween Book Talk program had 5 in attendance.

There were no teens at the second session of the Teen Advisory Board.

Storytime is going well.

### **LIBRARY BUDGET 2019**

The City Budget was approved on November 12, 2018. Wages will be increased by 1.5%. The Board discussed this and adjusting our budget line items to allow for a 2.3% increase (which is consistent with the CPI.) This will be discussed at the December board meeting.

### **LIBRARY GOALS 2018**

The long range goals and collection weeding will be pushed to 2019.

### **TRUSTEE TRAINING**

TE1 The Trustee Job Description

TE2 Who Runs the Library

The Board discussed that these two chapters were a good review. Discussion ensued regarding the board member role to be an advocate of the library and community needs as it pertains to the library.

### **MANITOWOC-CALUMET LIBRARY SYSTEM**

Creativebug is a DIY site by JoAnn Fabrics. It is now live and can be accessed with your library card.

At the request of MCLS, WiLS is preparing a proposal to provide strategic planning services to a group of small libraries in MCLS and neighboring library systems.

The latest PLSR report indicates that the redesign committee is still leaning toward consolidation of library systems but may encourage rather than require consolidation.

### **NEW BUSINESS**

Dean Wallace moved to approve the use of Chester Tamm funds to purchase a display table (\$409), book easels (\$128.52), and acrylic sign holders (\$35.96) for a total of \$746.95 (including shipping). Seconded by Brittany Smith. Motion carried

Three Library Carts were donated anonymously.

Rachel has been doing staff training in conjunction with the monthly staff meetings, but would like to close on a Friday in January and use that day or all day staff training. She will bring this issue back to the Board.

Rachel has suggested a Book Drive Fundraiser to raise funds to update the library collections. She would like to do this yet this year and she has already obtained a letter approved by the City which discusses possible tax benefits to any donors.

Rachel also reported that she will cancel the USA newspaper subscription. Only 1 or 2 patrons read it. This will save the Library \$400/year.

### **PRESIDENT**

NA

### **CITIZEN INPUT**

NA

### **SET NEXT MEETING DATE**

The next Brillion Public Library Board Meeting will be held on December 19, 2018 at 10:00 a.m.

### **ADJOURNMENT:**

**Motion:** Dean Wallace moved to adjourn the meeting. Seconded by Linda Dieter. Motion carried. The meeting adjourned at 10:50 AM.

Tammy Fischer, Secretary