

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

**CALL TO ORDER:**

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

**ROLL CALL:**

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

**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 Linda Dieter. Motion carried.

**APPROVAL OF MINUTES- November 14, 2018**

**Motion:** Betty Nies moved to approve the minutes of the November 14 Library Board meeting as printed and circulated. Seconded by Linda Dieter. Motion carried.

**COMMUNICATIONS:**

A patron expressed concern about lighting in the parking lot. The far side of the lot is quite dark.

**LIBRARY DIRECTOR'S REPORT:**

**Circulation:**

Circulation of physical materials and OverDrive circulation is up compared to last year at this time.

**Financial:**

**Motion:** Dominick Madison moved to accept the amended Financial Report dated December 19, 2018 as written and circulated. Seconded by Linda Dieter. Motion carried.

**c. Library Happenings:**

**Automation/Technology:**

One workstation is not working and will be replaced with a used computer from Lester Public Library. Devices Time and computer classes continue to be offered.

**Shared System/LARS:**

**Technology updates:**

## **BUILDING AND GROUNDS MAINTENANCE**

### **Any Building and grounds issues**

The issues with the HVAC controls have continued. Energy Controls & Design, Inc. provided rates for a one-year maintenance contract.

**Motion:** Dominick Madison moved to approve the maintenance contract proposed by Energy Control & Design Inc. Seconded by Betty Nies. Motion carried.

## **LIBRARY PROGRAMS**

### **Library Friends**

The Book Basket Silent Auction raised over \$400 for the Friends.

### **Ongoing program updates**

Teen programs – three teens attended the last Teen Advisory Board and provided valuable feedback. We will try an after-hours Teen Advisory Board meeting on Friday, January 25.

## **LIBRARY BUDGET 2019**

No discussion.

## **STRATEGIC PLANNING**

WiLS is providing Strategic Planning training and services to a pilot group of small libraries who are members of MCLS and neighboring systems. The cost per library is \$1875.00. MCLS will provide \$500 toward this fee.

**Motion:** Dominick Madison moved to have the library participate in the Strategic Planning Cohort Pilot with funds from the Chester Tamm donation. Seconded by Brittany Smith. Motion carried.

## **FINES & OVERDUE MATERIALS**

**Motion:** Dominic Madison moved to update the fines and overdue materials policy as printed and circulated. Seconded by Betty Nies. Motion carried.

## **TRUSTEE TRAINING**

TE3 - Bylaws - Organizing the Board for Effective Action

TE4 - Effective Board Meetings and Trustee Participation

These chapters will be discussed at the January meeting.

## **MANITOWOC-CALUMET LIBRARY SYSTEM**

## **NEW BUSINESS**

## **PRESIDENT**

**CITIZEN INPUT**

**SET NEXT MEETING DATE**

The next Brillion Public Library Board Meeting will be held on January 16, 2018 at 10:00 a.m.

**ADJOURNMENT:**

**Motion:** Dominick Madison moved to adjourn the meeting. Seconded by Marilyn Schuh. Motion carried. The meeting adjourned at 10:59 AM.

Marilyn Schuh