

Brewer Public Library  
325 North Central Avenue  
Richland Center, WI 53581  
608 647-6444

**Brewer Public Library Board Meeting Minutes  
September 18 2023**

**Present:** Karin Tepley, Blossom Wright, Lisa Rewald, Sherri Johnson, Linda Gentes, Dave Turk, Jim Korb

**Present:** Stacey Pilla

**Absent:** Joy Leineweber, Candace Fagerlind

1. Meeting was called to order at 4:30 pm by President Tepley. A quorum was present.
2. Interim Director Pilla indicated that the meeting was properly posted.
3. Motion by Rewald, seconded by Wright, to approve the agenda. Motion carried.
4. Motion by Gentes, seconded by Johnson, to waive reading of the August minutes in lieu of printed copies and approve the minutes. Motion carried.
5. **Approval of Bills:** Motion by Wright, seconded by Rewald, to approve payment of monthly bills. Roll call vote. All in favor.
6. **Treasurer's Report:** The beginning balance was \$347,652.64. The expenditures for August were \$30,049.63 (this includes two payrolls). Income and interest = \$2,326.14 (this includes \$526.50 from UPS and \$1,159.55 interest from bank). The current balance is \$319,929.55.

Motion by Korb, seconded by Tepley, to approve the Treasurer's report. Roll call vote and all were in favor. Motion carried.

**7. Director Report:**

- Circulation for August was 2,531 adult material, 301 YA material, 206 juvenile material and A/V was 951. Wiscat circulation was 44 borrowed items and 73 lent items. Computer usage=670 wireless log-ins, 273 log-ins. 544 pages printed.
- There were no adult programs and 1 Juvenile programs with 35 attendees.
- The Read Your Way to the Richland County Fair" reading challenge held during August was a success with over 50 children participating and earning ride wrist bands and other prizes.
- September is Library Card Sign-Up month and we are promoting this by offering a free book for children in grades K-6 who sign up for a new card (sponsored by Goplin Insurance Agency).
- John Heasley is presenting an all-ages program for eclipse/sky viewing outdoors at 9/21 at 5pm.
- There has been some increased loitering activity in front of the building during daytime and nighttime hours. Concern was expressed by a neighbor about the night loitering. Light bulbs were replaced this week so that the area is better lit.
- One of the stratification fans in the lower level was making a loud noise. Strang

- contacted the manufacturer and they modified the fan to correct this.
- The janitor noted concerns about the attic furnace closet. There is open duct work, evidence of moisture issues and no insulating material on the inside door.
  - Tech support from Lakeshores is scheduled to visit on 9/27. The staff has a small list of issues for them to look at and they will take some old equipment for recycling.
  - An updated quote is expected for security cameras. Gentes expressed concern about the cost of cameras vs hiring another employee to check for security concerns.
  - Weeding continues and a volunteer is currently working on RFID tagging. Additional help may be available through SER (a Senior employment program covered by grant funding...no cost to the library).
  - Photos for the library contest continue to be submitted and will be compiled into a slideshow. This can be viewed on the City website.
  - A Doodle poll of Board members to survey availability will be sent out by the Interim Director. This could result in a possible change to the meeting day/time.
  - The janitor has reported that the support columns in the front may be deteriorating.
  - History Room account: Balance in August was \$1,920.11. Income was \$138.12 Expenses were \$0. Ending balance is \$2,058.23. There were 77 visitors, 52 emails and calls.

Motion by Wright, seconded by Rewald, to approve the Library Director's report.

Motion carried.

### **Discussion and Action Items**

**7. Application for the US Bank NASPO Commercial Card Program:** The City has recently chosen to go with this no interest/no fee credit card. Motion by Wright, seconded by Gentes, to authorize our director to apply for this card. Roll call vote. All in favor.

**8. Discuss and approve offer Letter for Stacey Pilla as Interim Director:** Motion by Johnson, seconded by Rewald, to approve offer letter for Interim Director Pilla. Motion carried.

**9. Temporary Part-Time Library Assistant:** Motion by Tepley, seconded by Wright, to approve the hiring of a limited term, part-time (20 hours per week) Library Assistant. Motion carried,

**10. Closed Session:** Motion by Gentes, seconded by Johnson, to move into closed session. Motion carried, Motion by Gentes, seconded by Wright, to reconvene into open session. Motion carried.

**11. Reconvene Open Session**

**12. Library Director Position:** President Tepley will offer Interim Director Stacey Pilla the position of Director. She will negotiate salary at this time.

**13. Friends of the Library and the Foundation report:** The Foundation will meet on 9/21 with the FOL to discuss a collaboration between the two groups.

**14. City and County Board reports:** Dave Turk reported that the Interim Administrator and the newly hired Administrator are working well together as they work on next year's budget. The UW is still in control of our campus and the County Committee, formed to study options for the property is working on a plan for the future. Karin Tepley reported that a new city attorney has been hired. A traffic study has been approved.

**8. School District Report:** Sherri Johnson reported that the School District is fully staffed. There is a new Charter School.

**9. Board member reports:** Tepley reported that the TCI quote for security cameras will be on the next agenda.

**10. Adjournment:** Motion by Korb, seconded by Gentes, to adjourn. Motion carried. Next meeting date is tentatively the third Monday in October at 4:30 (based on results of Doodle poll.)

Minutes recorded by Lisa Rewald.