

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

**Brewer Public Library Board Meeting Minutes
October 16 2023**

Present: Karin Tepley, Candace Fagerlind, Lisa Rewald, Joy Leineweber, Linda Gentes, Dave Turk, Jim Korb

Present: Stacey Pilla

Absent: Sherri Johnson and Blossom Wright

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 Tepley, seconded by Rewald, to approve the agenda. Motion carried.
4. Motion by Tepley, seconded by Korb, to waive reading of the September minutes in lieu of printed copies and approve the minutes. Motion carried.
5. **Approval of Bills:** Motion by Leineweber, seconded by Turk, to approve payment of monthly bills. Roll call vote. All in favor.
6. **Treasurer's Report:** The beginning balance was \$319,929.55. The expenditures for September were \$27,158.50 (this includes two payrolls). Income and interest = \$1,291.77. The current balance is \$286,999.99.

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

7. Director Report:

- Circulation for September was 1,562 adult material, 124 YA material, 1,351 juvenile material and A/V was 825. Wiscat circulation was 55 borrowed items and 110 lent items. Computer usage=724 wireless log-ins, 66 log-ins. 492 pages printed.
- There was 1 adult program with 8 attendees and 4 Juvenile programs with 46 attendees.
- The Director met with the City Administrator and the City Attorney to discuss a building maintenance MOU. The take-away was that the City/library relationship is similar to a landlord/tenant. The MOU is in progress.
- Stacy is further exploring the US Bank NASPO commercial credit card to see if we should apply for our own or go through the city.
- The Director was working shortly after closing on 9/23 when she heard footsteps on the stairs. After receiving no answer when calling out, she called the police. With police assistance, she eventually found a young man hiding in the storage area under the stairs. The door is now padlocked and the staff has been instructed to be extra careful during closing procedures.
- The custodian reported that there is some concern about the deterioration of tiles

near the main floor restrooms. This area was being assessed for an insurance claim awhile ago but the flooring contractor insisted on having the tile tested. The testing agency was not responsive and this fell through the cracks. Stacy has reached out to the testing agency.

- The two open staff positions have been posted, as well as the LTE position. Interviews will begin this week. The staff is under some stress due to these vacant positions.
- The Doodle poll wasn't well received and Stacy will contact Board members about preferable Board meeting times and days by email.
- The Richland County Photo Contest winners were announced and prizes from Oakwood Fruit Farm and Ocooch Books are being rewarded.
- The door counter is now working.

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

Discussion and Action Items

7. TCI Security Cameras: TC Networks sent a detailed estimate for installing 17 security cameras throughout the library. Stacy is looking into WLA guidelines for camera installation to ensure patron privacy and confidentiality. The Board will meet with a representative of the company at our next meeting..

8. 2024 Library Budget: Stacy has been working with the city Administrator on next year's budget. She presented a tentative line-item budget to the Board that reflects the \$13,000+ shortfall from the County along with a 4% increase in employee wages. This results in a very limited Books and Bindings line-item for next year. The Board suggested a small increase in funding from the city along with tapping into funds designated for book purchases from the FOL. The total requested funds from the City/County are \$437,791 (\$290,000 from the city and \$134,591 from the county). Motion by Turk, seconded by Korb, to approve the budget for 2024. Roll call vote. Motion carried.

9. FOL and Foundation: The FOL and the Foundation will meet on November 2 with the Foundation's Edward Jones financial advisor.

10. City and County Reports: President Tepley went to a municipalities meeting. Howard Marklein and Tony Kurtz, who were instrumental in the shared revenue vote, were thanked for their hard work. The city is taking action on housing and infrastructure. The County will be meeting and voting on their budget next week. The new Administrator is already looking ahead to future financial issues and opportunities.

11. Adjournment: Motion by Fagerlind, seconded by Leineweber, to adjourn.
Motion carried.

Next meeting date is November 20th at 4:30.

Minutes recorded by Lisa Rewald.