

Brewer Public Library
325 N. Central Ave.
Richland Center, WI 53581
608-647-6444

**Brewer Public Library Board Meeting Minutes
February 19, 2024**

Present: Karin Tepley, James Korb, Joy Leineweber, Candace Fagerlind, Dave Turk, Shari Johnson, Linda Gentes, Blossom Wright

Present: Stacy Pilla, Spencer Reed

Absent: Lisa Rewald

1. Meeting was called to order at 5:00pm by President Tepley. A quorum was present.
2. Director Pilla indicated that the meeting was properly posted.
3. **Approval of Agenda:** Unanimous consent to approve the agenda.
4. **Building Maintenance Update:** Spencer Reed of Buildings & Grounds reported that the recent furnace issues were caused when, during the replacement of the heat exchangers, a baffle was left on, causing overheating and shutdown. This has since been repaired by Klingaman. Spencer has looked at the front stoop cracking and maintenance closet ceiling underneath; the extent of water damage in the area will need to be assessed, and a plan for repair to be determined. Dirt fill has been delivered to the landscaping area in front of building nearest the parking lot to improve drainage away from building. Column repair is anticipated to occur in the coming month or two. Arrangements for tile floor maintenance/refurbishing will be forthcoming.
5. **Approval of Minutes:** Motion by Leineweber, seconded by Johnson, to waive reading of the January minutes in lieu of printed copies and approve the minutes. Motion carried.
6. **Treasurer's Report:** A Treasurer's Report could not be obtained from the City in advance of this meeting due to staffing shortage. No report.
7. **Director's Report:**
 - Circulation for January was 2,089 adult materials, 175 YA materials, 1,668 juvenile materials. A/V was 710. Wiscat circulation was 66 borrowed items and 121 lent items. The reports on patron logins and printing were unavailable. Wireless log-ins were 679.
 - There were 4 adult programs and 4 Juvenile programs with 65 attendees.
 - TC Networks is currently on site, camera system installation underway.
 - The Programming Coordinator search has resumed. Two part-time staff will also be departing, requiring those positions to be filled as well.
 - A staff member experienced a mishap resulting in injury while transporting UPS packages, and has been following up with the City and the Care Line. A section reporting on the volume of UPS work has been added to the Director's Report.

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

8. Discussion and Action Items:

- The Annual Report has been completed. Circulation numbers remain steady. Motion by Johnson to approve the Annual Report, seconded by Korb. Motion carries.
 - The proposed Security Camera Policy was reviewed. It was also discussed that the Director should have a business phone for security camera access as needed when outside of the building, which the Director will look into. Motion to adopt Security Camera Policy made by Leineweber, seconded by Fagerlind. Motion carries.
 - Per the Board's request, the Director prepared a priority-order list of the FEH building condition assessment items for continued review. The Director believes that building exterior-related issues are of importance at this time, and will continue to work with the Buildings & Grounds Department toward completion of the projects earlier discussed. Options for improving the sign in front of the building, such that event information can be posted there, are to be explored by the Director for future discussion. A presentation on ideas for landscaping improvements is anticipated as part of next month's meeting.
- 9. Friends of the Library and the Foundation Report:** The "Souper Bowl" event February 10th was well-attended. The "Tailspin" author event will be held March 9th. The Hoopla subscription has been extended while its overall success is being evaluated.
- 10. City Council Member Report:** Karin Tepley reported that the City Treasurer position remains open; the Panorama 2 building project is proceeding, as is the way-finding signs project; and the City is purchasing a lot located behind Kwik Trip.
- 11. County Board Member Reports:** Dave Turk reported that there is ongoing restructuring of committees ahead of the April election. No news to report regarding the Richland Campus.
- 12. School District Report:** No report.
- 13. Adjournment:** Motion by Wright, seconded by Leineweber, to adjourn. Motion carried. The next meeting is March 18th at 5 pm.

Minutes recorded by Stacy Pilla.