

Brewer Public Library  
325 North Central Avenue  
Richland Center, WI 53581  
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**Brewer Public Library Board Meeting Minutes**  
**March 18, 2024**

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

**Also Present:** Stacey Pilla, Joe Scribbens

**Absent:**

1. Meeting was called to order at 5:00 pm by President Tepley. A quorum was present.
2. Director Pilla indicated that the meeting was properly posted.
3. **Approval of Agenda:** Motion by Gentes, seconded by Korb, to approve the agenda with the addendum that item #2, Staff Introduction, be changed from Jennifer Jacobus to Joel Scribbens. Motion carried.
4. **Staff Introductions:** Director Pilla introduced Joe Scribbens, Technical Services, to the Board. Joe does a variety of tasks for the library. His main responsibilities include ordering books, processing the books ordered and tech help for patrons and staff. Joe ensures that the books ordered fit the community and the library's mission.
5. **Building Landscaping Presentation:** Mary Nee, Master Gardener, gave a presentation on possible considerations for improving the landscaping around the library. Due to the building architecture, she recommends a somewhat formal style. She presented a lot of options and some suggestions for first steps. A committee will be formed to look at all of the options.
6. **Approval of Minutes:** Motion by Fagerlind, seconded by Turk, to waive reading of the February minutes in lieu of printed copies and approve the minutes. Motion carried. It was also determined that the January minutes had been approved by unanimous consent.
7. **Treasurer's Report:** Motion by Leineweber, seconded by Gentes, to approve the "as presented" Treasurer's report. Roll call vote and all were in favor. Motion carried.
8. **Director Report:**
  - Circulation for February was 2,183 adult materials, 291 YA material, 1,745 juvenile material and A/V was 759. Wiscat circulation was 84 borrowed items and 128 lent items. Computer usage=676 wireless log-ins, 324 patron log-ins and 102 guest log-ins. 542 pages printed for a total of \$150.80.
  - There were 2 adult programs with 2 attendees and 6 Juvenile programs with 131 attendees.
  - New hire, Cindy Hying, will come onboard this week. The Programming

Coordinator position is currently posted.

- Our telephone provider will switch from Frontier to Genuine Telecom on 3/21/24. This should result in some cost savings.
- The Director has a call into Greely signs for ideas of how to enhance the library signage.
- Declutter efforts continue.
- There will be a quarterly staff meeting on Tuesday, March 26 from 8am to 10am.
- The library will be closed Friday and Saturday March 29 and 30 for Good Friday and Easter.
- There was a bequest to the History Room for \$10,000.
- The security cameras are working well. They were well placed.

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

Motion carried.

### **Discussion and Action Items**

**9. Circulation Policy:** The Director and staff revised the library's Circulation policy. They added information concerning overdue and damaged items. Motion by Turk, seconded by Korb, to approve Circulation policy updates. Motion carried.

**10. Update on Security Cameras:** The cameras are working as promised. They were well placed. It has been suggested that Director Stacy have a designated phone to access camera data.

**11. Approval of the Bills:** Motion by Fagerlind, seconded by Leineweber, to approve the monthly bills. Roll call vote. All were in favor.

**10. Friends of the Library and the Foundation report:** The Library Foundation and the FOL hosted the Community Read of the book Tailspin. The author, John Armbruster, gave a presentation of the book to a crowd of over 100!

**11. City and County Board reports:** Karin Tepley reported that the City is rezoning the former Jefferson school, GIS mapping of the cemetery and accepted an offer on a city lot. Gentes and Turk reported that the County is straightening out some of their rules and reorganizing committees. There have been some new hires.

**12. School District Report:** Sherri Johnson reported that the School Board created a website with information about the upcoming school referendum.

**13. Adjournment:** Motion by Turk, seconded by Fagerlind, to adjourn. Motion carried. The next meeting is April 15<sup>th</sup> at 5pm.

Minutes recorded by Lisa Rewald.