

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

Brewer Public Library Board Meeting Minutes
May 20, 2024

Present: Karin Tepley, Blossom Wright, Lisa Rewald, Robert Brookens, Jim Korb, Candace Fagerlind, Joy Leineweber, Shari Johnson

Also Present: Director Stacey Pilla

Absent: Dave Turk

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 Wright, seconded by Johnson, to approve the agenda. Motion carried.
4. **New board member:** Robert Brookens, a County Board member, replaces Linda Genthes. Robert is from the Lone Rock area. He received a warm welcome from the Board.
5. **Approval of Minutes:** Motion by Korb, seconded by Leineweber, to waive reading of the April minutes in lieu of printed copies and approve the minutes. Motion carried.
6. **Treasurer's Report:** As of April 1, the balance was \$201,107.80. As of April 30, that total was \$188,950.06. Motion by Johnson, seconded by Brookens, to approve the Treasurer's report. Motion carried.
7. **Director Report:**
 - Circulation for April was 1,526 adult materials, 155 YA material, 1,642 juvenile material and A/V was 794. Wiscat circulation was 87 borrowed items and 112 lent items. Computer usage=696 wireless log-ins, 354 patron log-ins and 121 guest log-ins. 489 pages printed for a total of \$112.20.
 - There were 4 adult programs with 30 attendees and 4 Juvenile programs with 48 attendees.
 - The library will have to foot the bill for the furnace that needs to be replaced on the lower level. This will come from the capital outlay fund.
 - Rachel Wilson has been hired as the Programming Coordinator and will start on May 28th.
 - Greeley Signs and BL Signs have both visited to assess the library's outdoor signage. They are preparing options/pricing for this improvement. A digital sign is allowed in this location per zoning rules.
 - The landscaping work group, composed of interested individuals representing the library, City and community, met to discuss a plan. It was determined that fill must be brought in to correct sloping and drainage issues. Once this is completed,

planting will be carried out over the course of two spring/summer seasons.

- Two patrons received a 30 day ban from the library due to taking staff food and leaving a container of waste in the parking lot.

Motion by Korb, seconded by Leineweber, to approve the Library Director's report.
Motion carried.

Discussion and Action Items

9. Lower Level Furnace: Library will pick up cost out of capital outlay. Motion by Johnson, seconded by Wright, to approve this expenditure. Motion carried. All were in favor in roll call vote.

10. Book Covering Machine: This machine needs to be replaced due to a broken part that can't be repaired. Price is \$1,075. The covers add to the longevity of the books. Motion by Wright, seconded by Johnson, to approve this purchase. Motion carried in roll call vote. This expenditure will be split between Office Supply and Processing line item expenditures.

11. Discussion and updates on UPS service at the Library: The Director and the staff like offering this convenience to the community, however, this service has proven to be more labor intensive and disrupting than anticipated. For now, Stacy will request that UPS install a drop box to alleviate some of the traffic at the front desk. The Board will be updated at future meetings.

12. Approval of the Bills: Motion by Wright, seconded by Johnson, to approve the monthly bills. Roll call vote. All were in favor.

10. Friends of the Library and the Foundation report: Both groups will meet jointly in June. The group is looking to order more of their popular canvas bags with the retro logo.

11. City Council report: Karin Tepley reported that the City Clerk resigned. The City Attorney is working on restructuring committees.

12. County Board report: Robert Brookens reported that the campus property is proving to be a challenge.

13. School District report: the District is still hiring for the fall term. Teachers contracts have been settled and everyone is getting a raise. There is a new School Board member.

14. Adjournment: Motion by Rewald, seconded by Leineweber, to adjourn. Motion carried. The next meeting is June 17th, 2024 at 5pm.

Minutes recorded by Lisa Rewald.