

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

**Brewer Public Library Board Meeting Minutes  
January 22, 2024**

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

**Present:** Stacey Pilla, Crystal Foley and Lee Hamlin

**Absent:** Candace Fagerlind

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 Johnson, seconded by Turk, to approve the agenda with the addendum that item #1 (Library Board items or comments to be added to the agenda) be moved to later in the meeting. Motion carried.
4. **Approval of the Bills:** Motion by Rewald, seconded by Leineweber, to approve payment of the monthly bills. Roll call vote. All in favor. Motion carried.
5. **Staff Introductions:** Director Pilla introduced Crystal Foley and Lee Hamlin to the Board. Crystal has worked in the History Room at the Brewer Library since 2005. As the Historian, she has cataloged historical items and documents and she assists those who are researching Richland County history. Lee was hired last year as Maintenance person. He creatively finds ways to keep the building running smoothly and keeps it tidy.
6. **Approval of Minutes:** Motion by Korb, seconded by Wright, to waive reading of the December minutes in lieu of printed copies and approve the minutes. Motion carried.
7. **Treasurer's Report:** Due to an incomplete Treasurer's report from the City, we just have the total from January 1, 2024. That total is \$198,602.25

Motion by Turk, 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 December was 1711 adult materials, 151 YA material, 1313 juvenile material and A/V was 706. Wiscat circulation was 53 borrowed items and 97 lent items. Computer usage=589 wireless log-ins, 197 patron log-ins and 70 guest log-ins. 282 pages printed for a total of \$68.40.
- There were no adult programs and 3 Juvenile programs with 21 attendees.
- The Naspo Valuepoint Commercial credit card will be taken out under the City's contract versus the library pursuing its own contract due to the shared EIN.
- The Director will be working on the annual report in the coming weeks. This will be ready for review at the February meeting.

- Caitlyn de Araujo has been hired as Programming Director. Her start date is January 25<sup>th</sup>.
- We will have a new volunteer working 9 hours per week beginning January 29 through the end of April.
- The 2nd floor furnace was not working last week possibly due to an error made when the furnaces were cleaned last fall. Spencer Reed will keep us updated.
- Spencer Reed will attend our library meeting in February.
- TCNetworks will install cameras February 12th-21<sup>st</sup>.

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

### **Discussion and Action Items**

**9. FEH Building Assessment:** The Board reviewed the Condition Assessment of the library that was done in 2022. There were some “urgent” issues, especially the crack in the front stoop that is leaking into the maintenance room below. Motion by Johnson, seconded by Korb, to request that the city evaluate the stoop due to leakage and FEH's recommendation. Motion carried. Director Pilla will provide an updated list by the next meeting.

**10. Friends of the Library and the Foundation report:** The Foundation and the FOL will host a “Souper Bowl” luncheon on February 10 from 11-1:30. Copies of the book, “Tailspin” for the Community Read on March 9<sup>th</sup> will be available at this time as well.

**11. City and County Board reports:** Karin Tepley reported that the City is adopting a donation policy with the Historic Preservation Society. The City is also hiring a local company to create new way finding signs. These, along with two new welcome signs, should be installed in early summer. Dave Turk reported that the County is reviewing three firms to evaluate the Campus, the Court House and the Social Services building. Gentes also reported that the County is in the process of doing some restructuring.

**12. School District Report:** Sherri Johnson reported that the School Board will hold elections in April. They are also adopting two new resolutions to deal with building and grounds repairs.

**13. Adjournment:** Motion by Wright, seconded by Tepley, to adjourn. Motion carried. The next meeting is February 19 at 5 pm.

Minutes recorded by Lisa Rewald.