

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

**Brewer Public Library Board Meeting Minutes  
September 19, 2022**

**Present:** Karin Tepley, Shari Johnson, Blossom Wright, Ida Ryan, Jim Korb, David Turk, Linda Gentes, Joy Leineweber

**Also present:** Martha Bauer

**Absent:** Lisa Rewald

1. Meeting was called to order at 4:00 pm by President Tepley. A quorum was present.
2. Director Bauer indicated that the meeting was properly posted.
3. Motion by Ryan, seconded by Korb, to approve the agenda. Motion carried.
4. Motion by Johnson, seconded by Wright to waive reading of the August minutes in lieu of printed copies and approve the minutes. Motion carried.
5. **Treasurer's Report:**
  - Beginning balance=\$353,266.46. Expenditures=\$34,714.25. Revenue =\$427.60. Interest=\$315.13. Ending balance=\$319,294.94.
  - Motion by Wright, seconded by Johnson, to approve the Treasurer's report. Motion carried.
6. **Director Report:**
  - Circulation for July was 5,080. 2,533 adult material, 181 YA material, 2,366 juvenile material and A/V was 1,157. Wiscat circulation was 62 borrowed items and 96 lent items. Computer usage=428 wireless log-ins, 196 log-ins. 557 pages printed (\$119.40).
  - There was no adult programs and 4 Juvenile programs with 60 attendees.
  - A fire extinguisher was set off in the International Room (upper level), Martha has tried cleaning it up and was told that warm water mixed with isopropyl alcohol may help. Board suggested contacting a local cleaning agency for help.
  - The basement is having humidity issues, we have approximately 10 dehumidifiers running in the building. Brent from Tri-State Basement came in and said they could fog, shampoo carpets, install heavy duty humidity detectors with alarm sensors, and sell us another commercial size dehumidifier. Martha will find a company who can help with air quality, HVAC, and indoor environmental conditions. Will be discussed at future board meetings.
  - Kerry Melby is back as our custodian!
  - Martha had a meeting with Ashley, City Administrator, to discuss late fees, building issues, and other issues both parties should be aware of. Great meeting. Ashley and Jasen Glasbrenner both visited the library to look at the basement and other areas that may need improvement.

- The pride display has been a topic of concern to a patron. Martha and this patron have exchanged emails multiple times through this year and have had a sit-down meeting. The patron again expressed concern that the pride display is too prominent. The display has been moved 4 times since it was created. It is now in a more permanent home where the music CDs were in the main circulation room. Board is now fully aware of the situation in case further action is taken by the patron.
- RFID from staff end of things is ready to rock and roll, installation was recently completed on staff reader pads.
- History Room numbers: 79 visitors. 85 emails and calls. Ending balance=\$1,187.46.

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

7. **Motion to pay monthly library bills:** A roll call vote was taken to approve monthly library bills. Motion carried.
8. **Bill paying and late fees:** When Martha and Ashley met they discussed the credit card and Rhyme late fees. It's just a bill cycle and board meeting timing issue. Ashley will have Shawn call the credit card company; Martha will call Rhyme to see if both can change when the bills are due.
9. **Darlo Wentz on History Room Committee:** Darlo is interested in joining the history room committee, we have space since Jarred vacated his seat on the committee. Gentes made the motion to approve Darlo, second by Korb. Motion carries.
10. **FEH Building updates list:** The board will take a look at the list FEH created regarding required, needed, not required changes regarding the library building. Basement issues will be most important to remediate first. Discussion to be continued at the next board meeting, this will be an ongoing agenda item that the board will discuss monthly.
11. **RFID Tagging:** In completing the RFID staff devices Martha recommends to the board that the staff complete the RFID tagging project. Envisionware wants about \$43,000 to do the job. The steps are very simple, we can borrow carts from Lakeshores Library System to help with the process. Envisionware might get it done quicker, but the process is easy enough that we can tackle the project.
12. **Security Cameras:** In light of the recent fire extinguisher incident, it is more apparent that we need some cameras in areas we can't and don't staff. Martha will purchase signs saying that cameras are in use, hang some cameras and we will go live with them as we can. Martha will take numbers to the board for approval.
13. **Shelving Units in Basement:** Director Bauer asked the library board if we could sell the wooden shelving units that we used to use in the adult non-fiction room when it was on the main level. We are not currently using them and we don't really have storage space for them, don't want to keep them in the basement with

the high humidity. Motion to sell the shelving made by Korb, second by Turk.  
Motion carries.

- 14. Friends of the Library and Foundation Report:** FOL book/Bake sale is October 1 from 10 am to 8 pm, also FOL approved of using Buy-A-Book funds to try Hoopla (digital platform with 1.2 million items available to our patrons. Foundation meets in October.

- 15. City and County Board reports:** Karen Tepley reported the city and county are working together on properties, obtaining tax deeds, there will be a demolition on North Jefferson Street soon. Property will then be usable moving into the future. County is working on 2023 budget and further out to figure out how to make ends meet into the future.

- 16. School District Report:** No report.

- 17. Public Comment:** None.

- 18. Adjournment:** Motion by Gentes, seconded by Turk, to adjourn. Motion carried. Meeting adjourned at 5:25 pm.

Next meeting is Monday, October 17 at 4:30 pm.

Minutes recorded by Martha Bauer.