

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

Brewer Public Library Board Meeting Minutes
June 17, 2024

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

Also Present: Director Stacey Pilla

Absent: Jim Korb

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 Rewald, seconded by Wright, to approve the agenda. Motion carried.
4. **Staff Introductions:** Director Pilla introduced staff members Laurel Zweibohner and Cindy Hying. Laurel has many duties at the front desk along with taking care of all the books in transit. Cindy was recently hired and also mainly works at the front desk.
5. **Approval of Minutes:** Motion by Fagerlind, seconded by Johnson, to waive reading of the May minutes in lieu of printed copies and approve the minutes. Motion carried.
6. **Treasurer's Report:** As of May 1, the balance was \$188,950.06. As of May 31, that total was \$156,315.00. Motion by Leineweber, seconded by Wright, to approve the Treasurer's report. Motion carried.
7. **Director Report:**
 - Circulation for May was 3,839. 1,913 adult materials, 105 YA material, 1,821 juvenile material and A/V was 679. Wiscat circulation was 95 borrowed items and 96 lent items. Computer usage=748 wireless log-ins, 342 patron log-ins and 102 guest log-ins. 594 pages printed for a total of \$170.
 - There were 6 adult programs with 35 attendees and 7 Juvenile programs with 106 attendees.
 - Spencer Reed from Buildings and Grounds will make a quarterly visit to July's Board meeting for building and maintenance updates. The furnace information will be available at this time.
 - Mary Nee mulched the plant beds in front of the library and submitted a receipt for the mulch. We are waiting for the soil delivery to improve the drainage and sloping issues.
 - No updates on the outdoor signs
 - The book covering machine was purchased and received.
 - The laminating machine was replaced (\$30.00)

- Tech supporter, Prairie Lakes, installed the bulk purchase equipment that was budgeted for this year.
- The Summer Reading Program is underway.
- Historian, Crystal Foley, received information about an intern resource through UW-Platteville that could provide staffing support upon her semi-retirement in November.
- A quarterly staff meeting will be held on July 2nd. The library will open to the public at 10:30.
- The Director's librarian certificate was approved by the DPI for renewal.
- The Director has been working on Saturdays to train the new staff and to cover occasional programs. Everything should be up and running by the end of June.
- A Facebook group, "Brewer Public Library Asks the Community" was created by the Technical Services Librarian. The Board had some concerns and these will be addressed.
- RFID tagging is progressing with 14,000 items now tagged.

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

Discussion and Action Items

8. UPS Service: After discussions with the staff, UPS service within the library will be discontinued. There will be a UPS box installed by the outside entrance that will not require work from library staff.

9. Flexible Facilities Program Grant: This grant could provide up to \$4,250,000. The city would be the applicant with the Director providing the details. There is a very short window of time to apply. It is due on July 11, 2024. Director Pilla will look at the grant application.

10. Approval of the Bills: Motion by Rewald, seconded by Wright, 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 this week.

11. City Council report: Karin Tepley reported that City Government is now on Facebook and Instagram. The City has approved a block of land for economic development. A group is looking at a possible hotel for this site.

12. County Board report: Board orientations for new members is now taking place. A new Director for Symons Recreation Complex has been hired. The UW system will hand over the keys to the campus by mid-July. The Radio Tower project is underway.

13. School District report: The School Board is changing their committee meeting set-up. Building repairs will take place this summer. Free breakfasts and lunches will be available to families this summer through the school district.

14. Adjournment: Motion by Fagerlind, seconded by Wright, to adjourn. Motion carried. The next meeting is July 15, 2024 at 5pm.

Minutes recorded by Lisa Rewald.