

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

**Brewer Public Library Board Meeting Minutes
February 20, 2023**

Present: Karin Tepley, Blossom Wright, Joy Leineweber, Linda Gentes, Jim Korb and Sherri Johnson

Also present: Martha Bauer

Absent: Ida Ryan, Dave Turk, Lisa Rewald

1. Meeting was called to order at 4:02 pm by President Tepley. A quorum was present.
2. Director Bauer indicated that the meeting was properly posted.
3. Motion by Korb, seconded by Johnson, to approve the agenda. Motion carried.
4. Motion by Johnson, seconded by Leineweber to waive reading of the January minutes in lieu of printed copies and approve the minutes with correction. Motion carried.
5. **Treasurer's Report:** Information from the City has changed immensely with their upgrade in accounting software. Checking account balance and payroll history was presented, Martha also showed board members the spreadsheet she started in order to track budget line balances through the year. Checking account beginning balance: \$185,393.07, revenue: \$136,404.27, expenditures: \$41,470.36, ending balance: \$280,326.98. Motion by Korb, second by Wright to accept the presented treasurer's report. Motion carries.
6. **Director Report:**
 - Circulation for January was 4,785, 2,651 adult material, 176 YA material, 1,958 juvenile material and A/V was 1,091. Wiscat circulation was 94 borrowed items and 86 lent items. Computer usage=319 wireless log-ins, 184 log-ins. 334 pages printed (\$86.80).
 - There were no adult programs and 10 Juvenile programs with 162 attendees.
 - Saturday April 1 there will be a seed swap program at the library. The first hour is an intro to seed saving class and the second hour is a seed swap. Program will be 10:30 am to 12:30 pm at the library.
 - No ceiling fan or security camera quotes in hand yet.
 - Strang continues to work on the wiring project so that we can move computers out of the lab.
 - Martha and custodian, Kerry, had a conversation. We will hire another custodian at 10 hours per week and Kerry will work 10 hours per week. Kerry will properly train new person and the new person will eventually take over all 20 hours per week.
 - History Room account: Balance in January was \$1,395.63. Income was \$1,073.75.

Expenses were \$61.53. Ending balance is \$2,407.85. In January there were 55 visitors, 36 emails and calls.

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

7. Motion to pay monthly library bills: Roll call vote to approve payment of the monthly bills (14,800.94). All approved. Motion carried.

8. 2022 Annual Report: Martha presented the 2022 annual report data to the library board. Numbers continue to rise as we gain strength from Covid pandemic. Motion by Korb to approve annual report, second by Wright. Motion carries.

9. Meeting Owl Purchase: Martha asked the library board to approve a Meeting Owl purchase for virtual meeting purposes. This equipment could also be used in the library for individuals or groups who need virtual meeting access. Motion by Wright, second by Gentes. Motion carries.

10. New Library Credit Card: The library board has formerly talked of getting a new credit card with a higher limit. Martha will ask the bank to set a payment due date that does not result in late payment fees each month. Motion to approve a credit card with The Peoples Community Bank with a \$6,000 limit at 16.44% interest made by Tepley, second by Leineweber. Motion carries.

11.FEH Next Steps: FEH architect contacted Martha asking if we would like to pursue the community survey we put off one year ago. Martha responded that now is not the best time and that a new building is probably not in the near future. The architect said they would send a copy of the final book we were promised from them. We will also get an electronic version of the book.

12. Showing Appreciation for Fruit Broadcasting: The board did not discuss this line item during the meeting.

13. UPS Drop-off Location: The library staff have looked into becoming a UPS site since there aren't many places in town for this. The library could get fifty cents per package for providing this service. A motion was made by Gentes, seconded by Wright to become a UPS location in Richland Center for community access.

14. FOL and Foundation Reports: The board did not discuss this line item during the meeting.

15. City and County Reports: None

16. School District Report: None

17. Public Comments: None

18.Adjournment: The library board adjourned the meeting at 5:03 pm as a result of not having a quorum.

Next meeting is Monday, March 20 at 4pm.

Minutes recorded by Martha Bauer.