

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

**Special Brewer Public Library Board Meeting Minutes
February 21, 2022**

Present (by Zoom meeting): Francis Braithwaite, Dawn Kiefer, Lisa Rewald, Linda Gentes, Karin Tepley, Dave Turk, Jarred Burke

Also present: Martha Bauer

Absent: Ida Ryan and Blossom Wright

1. Meeting was called to order at 5:00 pm by President Braithwaite. A quorum was present.
2. Director Bauer indicated that the meeting was properly posted.
3. Motion by Gentes, seconded by Tepley, to approve the agenda. Motion carried.
4. Motion by Wright, seconded by Gentes to waive reading of the January minutes in lieu of printed copies and approve the minutes. Motion carried.
5. **Treasurer's Report:**
 - January's opening balance was \$201,724.29 Expenditures=\$28,970.14 Revenue and Interest=\$325.09. Balance \$173,079.24
 - Motion by Rewald, seconded by Ryan, to approve the Treasurer's report. Motion carried.
6. **Director Report:**
 - Circulation for January was 3,737. 2,144 adult material, 83 YA material, 1,510 juvenile material and A/V was 890. Wiscat circulation was 55 borrowed items and 75 lent items. Computer usage=263 wireless log-ins, 127 log-ins. 148 pages printed (\$30.40).
 - There was 0 adult programs and 12 Juvenile programs with 110 attendees in January.
 - After a discussion in December, Martha contacted the Rhyme's salesperson and it was determined that there would be no cost savings if the library added it's copy machine to the city account.
 - Envisionware self-checkout is up and running
 - Martha and Francis met with the new City Administrator concerning the library building process. Great meeting
 - Martha and Francis are interviewing candidates for library assistant and custodian. The library should be fully staffed within a couple of weeks.
 - The library has changed its mask verbiage from "required" to "appreciated".
 - Summer Reading program prep has begun.
 - History checking balance for January is \$1,511.55. Income was \$831.86. No expenses. Ending balance=\$2,333.41. January usage was 54 visitors, 14 emails and 19 calls.

Motion by Ryan, seconded by Burke, to approve the Library Director's report. Motion carried.

7. **Motion to pay monthly library bills:** Motion by Rewald, seconded by Wright, to approve payment of the monthly bills and to pre-approve the bills for March to avoid late payment penalties. Motion carried.
8. **Library Hours:** Library hours are currently M-T-Th-F 9am to 5 pm and Wednesday 9-6. There are currently less patrons between 5pm and 6pm. Motion by Tepley, seconded by Turk, to have the staff track the number of patrons using the library during this hour through the month of July. Motion carried.
9. **FEH Community Survey:** FEH Design is proposing a community survey that they would offer at a cost of \$3,000. After discussion, the Board decided that at some point the library would do their own survey.
10. **RFID Tags purchase:** The new Envisionware machine can use bar codes or RFID tags to checkout books. The RFID tags would allow several books to be checked out at once and they would enable the staff to do library inventory quickly. The Technology Committee has recommended this purchase. Motion by Burke, seconded by Tepley, to spend up to \$75,000 on this technology. Motion carried.
11. **George Lawson Needs assessment/FEH Building Process:** Due to negative community feedback, the library Board and staff need to address the misinformation that has plagued this planning process. At a future date a committee will develop a fact sheet for the public. We will also discuss how to address the History Room.
12. **Library Foundation:** The Foundation met on February 17 to discuss the current balance, the Maker's Space and the Foundation's goals for creating a library for the 21st century.
13. **City and County Board reports:** Karen Tepley reported that the City is developing a FaceBook page and they are requesting feedback on a Richland Center tagline. Dave Turk reported that there are no contested races for County Board seats and 3 seats have no candidates. The 2023 budget is already being discussed. Also, the County Emergency Communications System needs to be replaced at a cost of \$10,000.
14. **School District Report:** Jarred Burke reported that the School District is also starting the budget process. There will eventually be a downsizing of staff due to declining enrollment. There is a 10 year project plan in the works and a Fund 46 savings account for bigger projects. Board President, Benny Green, is leaving the School Board and there will be several seats available.
15. **Adjournment:** Motion by Burke, seconded by Turk, to adjourn. Motion carried. Meeting adjourned at 6:30 pm.

Next meeting is Monday, March 21 at 5pm.

Minutes recorded by Lisa Rewald.