

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

Brewer Public Library Board Meeting Minutes
August 19, 2024

Present: Karin Tepley, Blossom Wright, Lisa Rewald, Robert Brookens, Joy Leineweber, Shari Johnson, Jim Korb

Also Present: Director Stacey Pilla, Rachel Wilson and Dana Williams

Absent: Dave Turk and 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 Rewald, seconded by Wright, to approve the agenda. Motion carried.
4. **Staff Introductions:** Director Pilla introduced staff members Rachel Wilson and Dana Williams. Rachel is our new Programming Coordinator. She is new to working in libraries but she jumped right in during the Summer Reading program and has great ideas for programming. She also put together the library's newsletter. Dana Williams was recently hired as a part-time Library Assistant. She is new to Richland Center and loves her job at the library. We are thrilled to have both women on the staff.
5. **Approval of Minutes:** Motion by Korb, seconded by Brookens, to waive reading of the July minutes in lieu of printed copies and approve the minutes. Motion carried.
6. **Treasurer's Report:** The complete Treasurer's report from the city was not available. We did receive the budget worksheet for 2025 and information that the library has spent 55% of our budget for 2024. Motion by Leineweber, seconded by Rewald, to approve the Treasurer's report. Motion carried.
7. **Director Report:**
 - Circulation for July was 4,909. 2,166 adult materials, 180 YA material, 2,563 juvenile material and A/V was 676. Wiscat circulation was 95 borrowed items and 107 lent items. Computer usage=705 wireless log-ins, 456 patron log-ins and 190 guest log-ins. 582 pages printed for a total of \$145.20.
 - There were 2 adult programs with 5 attendees and 13 juvenile programs with 296 attendees.
 - The Summer Reading Program wrapped up at the end of July with 250 children and 15 adults participating. Many great prizes were offered, primarily by donation and support from the FOL and the Foundation.
 - The new library newsletter was launched at the end of July for the month of August. The September newsletter will be published later this week.

Approximately 100 patrons have signed up to receive the newsletter by email and printed copies will be available at the library.

- The UPS box is now on site. A 30-day notice was given to UPS and our Access Point will come to an end at on Friday, August 30th. A business that previously expressed interest in resuming the access point is no longer interested.
- Trustee Training Week is August 19th-23rd with various virtual educational opportunities for Trustees and Directors alike.
- Spencer with Buildings and Grounds has been receiving additional proposals for the repair/replacement of the furnace in the north lower level. City funding for this project may be available at this time (word came at the end of the meeting that the city will fund this project).
- RFID progress: 19,100 items have been tagged as of August 12th (approximately half of the library).
- Fill for the landscaping and the work on the columns should be completed within the next few weeks.

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

Discussion and Action Items

8. Updated NetSW Membership Agreement: Stacy pointed out the items that have changed within the membership agreement (items 9, 10 and 11). This was discussed. Motion by Johnson, seconded by Leineweber, to approve the updated NetSW Membership Agreement. Motion carried.

9. Review of updated Social Media Policy : This policy needs to be reviewed annually. Richland Center City Government and the library have aligned their social media policies and best practices. While the city attorney did review and approve the library's policy, the Board did have some concerns about deleting patron's comments and other points. The Board will discuss this policy in more depth next month.

10. Approval of the Bills: Motion by Rewald, seconded by Brookens, to approve the monthly bills. Roll call vote. All were in favor. Motion carried.

10. Friends of the Library and the Foundation report: Both groups met last week. The 50th Anniversary celebration in October, the 50c3 status of the Friends and the Community Read in February were discussed.

11. City Council report: Karin Tepley reported that the city now has way-finding signs installed. There will be a ground-breaking for two more buildings in the Panorama complex. Communication is improving between the City and the Utilities. A Utility Manager has been hired.

12. County Board report: Robert Brookens reported that here was recently an unscheduled meeting concerning opioid usage in the County. Management of Pine Valley is under discussion. The Fair Committee has decided upon some virtual shows during the County Fair due to communicable animal diseases. The Campus Feasibility Study has not been released to the general public yet.

13. School District report: Super Registration will be held on August 6th. School within a School is being proposed to support students who need a smaller, less complicated environment. LIFT, for ages 0-5, is being utilized to help local children improve their reading skills. The library will participate by increasing the number of story times and encouraging the “1000 Books Before Kindergarden” program.

14. Adjournment: Motion by Tepley, seconded by Rewald, to adjourn. Motion carried. The next meeting is September 16,, 2024 at 5pm.

Minutes recorded by Lisa Rewald.