

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

**Brewer Public Library Board Meeting Minutes
December 18, 2023**

Present: Karin Tepley, Blossom Wright, Lisa Rewald, Sherri Johnson, Linda Gentes, Dave Turk, Jim Korb, Joy Leineweber

Present: Stacey Pilla

Absent: 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. Motion by Wright, seconded by Korb, to approve the agenda. Motion carried.
4. Motion by Leineweber, seconded by Johnson, to waive reading of the November minutes in lieu of printed copies and approve the minutes. Motion carried.
5. **Treasurer's Report:** The beginning balance for October was \$293,816.82. The expenditures were \$33,745.92 (this includes two payrolls). Income and interest = \$2,266.65. The beginning balance for November was \$262,337.55. Expenditures were \$34,273.03. Income and interest was \$1,932.13. The report for November was not complete due to a staffing issue. Director Pilla will look into a payroll/taxes correction that occurred on 10/4.

Motion by Wright, seconded by Turk, to approve the Treasurer's report. Roll call vote and all were in favor. Motion carried.

6. Director Report:

- Circulation for November was 1,303 adult material, 176 YA material, 1416 juvenile material and A/V was 608. Wiscat circulation was 69 borrowed items and 120 lent items. Computer usage=555 wireless log-ins, 341 log-ins. 652 pages printed.
- There were no adult programs and 4 Juvenile programs with 50 attendees.
- The Library will have holiday hours on Friday 12/22 and close through Monday 12/25. The same hours will apply for the New Years weekend.
- The Director will be taking her remaining vacation days through the end of the year.
- A new "open" sign was purchased.
- Programming Coordinator interviews are in progress.
- Good progress is being made on the RFID tagging.
- The first staff meeting was held under our new Director. Goals were set for 2024 with a priority to make the library more user friendly and easier to navigate.
- The Director is continuing the application process for the Library's NASPO Valuepoint Commercial credit card.

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

8. Approval of the Bills: Motion by Turk, seconded by Wright, to approve the monthly bills. Roll call vote. Motion carried.

Discussion and Action Items

9. Motion by Johnson, seconded by Korb, to approve the drafted Ordinance Creating the Board of Trustees of the Brewer Public Library. Motion carried.

10. Motion by Turk, seconded by Leineweber, to send the Memorandum of Understanding To Clarify Ownership, Maintenance, and Operational Responsibilities for the Brewer Public Library Facility with changes noted to the city. Motion carried.

11. The TCNetworks cameras will be installed sometime in March. The local police will not have access to the camera feed in adherence statutes relating to libraries.

12. Friends of the Library and the Foundation report: The Foundation and the FOL met in December. The groups are initiating a Community Read of the book Tailspin. They will also host a “Souper Bowl” luncheon sometime in February.

13. City and County Board reports: Dave Turk reported that the 2024 budget is completed. All County Board seats are up for election. The County is trying to further reduce the number of committees. Karen Tepley reported that the City budget is also completed. The City Atty. Reported that both the City Clerk and the Treasurer need to be appointed. Aaron Joyce was appointed City Clerk and the Treasurer has yet to be appointed.

14. School District Report: Sherri Johnson reported that the School District has hired a polling firm to determine the community's wants. The State report card for the School District has improved. There will be a future overhaul of reading instruction.

15. Adjournment: Motion by Wright, seconded by Johnson, to adjourn. Motion carried. The next meeting is January 22 at 5pm.

Minutes recorded by Lisa Rewald.