

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

Brewer Public Library Board Meeting Minutes
May 16, 2022

Present: Francis Braithwaite, Dawn Kiefer, Lisa Rewald, Karin Tepley, Jarred Burke, Blossom Wright, Dave Turk (5:15), Linda Gentes

Also present: Martha Bauer, Joy Leineweber

Absent: Ida Ryan

1. Meeting was called to order at 4:00 pm by President Braithwaite. A quorum was present.
2. Director Bauer indicated that the meeting was properly posted.
3. Motion by Kiefer, seconded by Tepley, to approve the agenda. Motion carried.
4. Motion by Burke, seconded by Wright to waive reading of the May minutes in lieu of printed copies and approve the minutes.
5. **Treasurer's Report:**
 - Beginning balance=\$483,884.01. Expenditures= \$48,663.26. Revenue =\$730.42. Ending balance= \$434,490.58
 - Motion by Tepley, seconded by Kiefer, to approve the May's Treasurer's report. Motion carried.
6. **Director Report:**
 - Circulation for May was 3,143. 1,845 adult material, 51 YA material, 1,247 juvenile material and A/V was 693. Wiscat circulation was 57 borrowed items and 66 lent items. Computer usage=418 wireless log-ins, 171 log-ins. 417 pages printed (\$91).
 - There was no adult programs and 3 Juvenile programs with 60 attendees.
 - The source of the excessive water usage may have been found. A toilet was running and has since been fixed.
 - A door counter has been purchased (reimbursed by SWLS) and will be installed shortly.
 - Pending appointment by the Mayor, we have two new Board members. James Korb and Joy Leineweber will be joining us at our next meeting.
 - The sump pump in the elevator shaft burned out again and was replaced on June 16
 - Martha discovered a way to see patron log-ins versus guest log-ins on Cybrarian. Patrons=137 and guests=34.
 - SWLS owns a AccuCut die cut machine. It is currently housed at the Brewer Library because we have the most storage space. Other system libraries have, in the past, told us what shape they want, send the paper and our staff make the cuts and sends back the finished product to the requesting library. Shauna, with SWLS,

and Martha are trying to come up with a good way to communicate with other libraries so that the machine gets more use.

- Summer programs are successful at this point.
- RFID order has been placed. Martha ordered tags and 4 staff station devices so that we can use barcodes when checking out books in the near future.
- June's large Pride display has had much positive feedback.
- Joe, the Adult Services person, is making Maker's Space purchases, has updated the website, and is working on a grant to purchase a laptop for the Maker's Space.
- A Ryobi lawn mower was purchased. It's battery is compatible with the Ryobi snowblower.
- History Room numbers: 38 visitors. 36 emails and calls. Ending balance=\$984.12

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

7. **Motion to pay monthly library bills:** Motion by Burke, seconded by Kiefer to approve payment of the monthly bills. Motion carried.
8. **Historian Job Description:** After the History Room Committee meeting, Martha created an updated job description for the Historian. Motion by Tepley, seconded by Wright, to approve the updated job description. Motion carried.
9. **Social Media Policy:** Due to the future Maker's Space and the growing Library presence on social media, the library was advised to develop a Social media policy. Motion by Wright, seconded by Gentes, to approve the Social Media policy. Motion carried.
10. **Elect Board Officers:** President: Motion by Burke, seconded by Gentes, to nominate Karin Tepley for President. Motion carried. Motion by Rewald, seconded by Gentes to close the nominations. Motion carried. Unanimous vote in favor of Tepley. Vice President: Motion by Burke, seconded by Gentes to nominate Blossom Wright as VP. Motion carried. Motion by Tepley, seconded by Kiefer to close nominations. Motion carried. Unanimous vote in favor of Wright. Rewald will continue in role as Secretary.
11. **FEH Design:** Martha received a mysterious invoice from FEH Design for a community survey. The Board previously opted to decline the FEH survey. Martha will investigate.
12. **Friends of the Library and Foundation Report:** Martha called a meeting of the FOL after a long break due to Covid. At the meeting she was elected interim president. The group discussed FOL funding Hoopla and having a book sale in the fall. The next meeting will be July 20th. The Foundation also met recently to discuss finances, Maker's Space purchases and the new debit card. The current balance, as of June 16, was \$335,737.06 in the Edward Jones account.
13. **City and County Board reports:** Karen Tepley reported that it has been relatively quiet in the city. She reported that the city is ready to adopt a new motto/logo that has been in the works for awhile. Linda Gentes reported that Dave

Turk will return as our other county representative. The county is busy writing resolutions for HHS, Education and Finance.

14. School District Report: Jarred Burke reported that the School Board is working on the 2023 budget. The budget will be impacted by declining enrollment which will hit in 2024.

15. Adjournment: Motion by Tepley, seconded by Gentes, to adjourn. Motion carried. Meeting adjourned at 5:10 pm.

Next meeting is Monday, July 18 at 4pm.

Minutes recorded by Lisa Rewald.