

**BRILLION PUBLIC LIBRARY BOARD**  
**Brillion Public Library 10:00 A.M.**  
**January 15, 2014**

**CALL TO ORDER:**

Marc Axelrod called the meeting to order at 10:05 AM

**ROLL CALL:**

Present were: Chair Marc Axelrod, Tammy Fischer, Dominick Madison, Dean Wallace, Crystal Gosz and Lyle Ott. Also present was Library Director Chris Moede. Absent: Linda Deiter, Jeff Vande Hey and Bob Brick. Guest Rebecca Petersen from the MCLS System.

**PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was recited by the group.

**APPROVAL OF AGENDA:**

**Motion:** Dean Wallace moved to approve the agenda as printed. Seconded by Dominick Madison. Motion carried.

**APPROVAL OF MINUTES- December 18, 2013**

**Motion** – Dominick Madison moved to approve the minutes of the December 18, 2013, Library Board Meeting as printed and circulated. Seconded by Dean Wallace. Motion carried.

**COMMUNICATIONS:**

A thank you letter was received from the Brillion Women's Club for our assistance with the Lunch with Santa program in December.

**LIBRARY DIRECTOR'S REPORT:**

**Circulation:** Another good month. This was the first month we had over 300 checkouts on overdrive. (Overdrive usage continues to increase.)

**Financial:** A credit was received from our copy machine company. They charged us a late fee in error. It has been corrected. Pribbernow Painting was paid for their work painting the basement.

**Motion** – Crystal Gosz moved to accept the Financial Report as printed and circulated with the additional bills listed. Seconded by Dean Wallace. Motion carried.

**c. Library Happenings:** The Library Trust met. \$3,500 was received from the Peters Foundation, which includes \$500 for the "1000 Books" program.

**Automation/Technology:**

**Shared System/LARS:** LARS met Friday Jan 10<sup>th</sup>, 2014. Chris was re-elected Vice Chair.

The Buy it Now program earned \$73 in December. Pay Pal is not working in Enterprise but is in the other system. The State wants all Bandwidth at a certain level. We could see some cost savings with this.

**Computer purchases:** Chris is still looking into this. She has received some quotes. It was decided to table this until our February meeting.

**Digitization Grant:** This is in process and is on target to be completed in July.

**Technology updates:** City website is being revamped. Chris is meeting with the City next week regarding this.

### **Buildings and Grounds Maintenance**

**Building and grounds report:** The HVAC work is being done. The work was started in December.

**Library Painting:** The basement painting is done and looks nice. The basement doors were also stained and varnished and look very nice.

**Motion –** Dominick Madison moved to approve painting the upstairs doors, frames and bathroom stalls at a cost of \$2000 with funds coming from the Library building reserves. Seconded by Lyle Ott.. Motion carried.

**Library Circulation Desk Project:** The new desk is in the process of being built and is on target for this month. The new chairs have been ordered. The electrician has been contacted and will work with Schmidt to coordinate the work they need to so.

### **Other building and grounds issues**

New Whiteboard for basement:

**Motion:** Crystal Gosz moved to approve the purchase of a new 4 X 6 whiteboard for the basement at a cost of roughly \$500 with funds coming from the Chester Tamm funds. Seconded by Lyle Ott. Motion carried.

### **Library programs**

**Library Friends:** No meeting in December but will meet in January,. The Silent Auction was a success.

**1000 books:** This program is going well. 3200 books have already been reported as being read.

**Ongoing program updates:** Milwaukee Bucks Program has started. Take your Child to the Library Day is February 1, 2014. (Read the Book, Be the Book will be held the same day.) Munch-a-movies will start in February.

**Manitowoc-Calumet Library System:** Chris handed out a comparison sheet of the other area libraries. Chris is attending webinars today and tomorrow. The Long Range Plan is being

updated. Jan. 17<sup>th</sup> there will be a Summer Reading Program in Manitowoc for Library staff. Manitowoc Public Library will host a Staff Development Day in May that will focus on handling patron conflict or customer service.

**OWLS System:** The cost to get out of our contract with Sirsi Dinx is \$44,600 (for the three libraries). The Sirsi Dynix contract expires in 2018. OWLS and Siris Dynix will be discussed at the Calumet County Library System meeting in May.

**Library Goals Update:** Chris had a handout. The goals were met.

**Library Director Evaluation:** Chris will email the evaluation forms to the board members who are to complete them and get them to Dominick Madison by the end of January. He will compile the results and meet with Chris to give her review.

**NEW BUSINESS :** Nothing

**PRESIDENT:** Nothing

**CITIZEN INPUT:** None

**SET NEXT MEETING DATE**

The next Brillion Public Library Board Meeting will be held on February 19, 2014 at 10:00 a.m.

**ADJOURNMENT:**

**Motion** – Dean Wallace moved to adjourn the meeting. Seconded by Crystal Gosz. Motion carried. The meeting adjourned at 10:44 AM.

Tammy Fischer, Secretary