

Brodhead Memorial Public Library

August 8, 2024

The meeting of the Brodhead Memorial Library Board of Trustees was called to order at 4:04 by President Ann Anderson. Those in attendance :Cori Clark, Sabrina Meichtry, Katrina Dunlavy , Kirsten Novy, and Nancy Nettesheim. Troy Nyman was absent. Carol Turner was in attendance representing the Friends of the Library.

Kirsten Novy made a motion to approve the consent agenda and to deviate from order as necessary. Cori Clark seconded. Motion passed.

Kirsten Novy made a motion to accept the July minutes as amended. Sabrina Meichtry seconded. Motion passed.

Under public comments, Carol Turner presented the update for the Friends of the Library. During the Friends of the Library Week the organization would like to encourage a program called “ Buy a Book” as a fund raiser. A \$25 donation would be used to enhance the materials at the library. The Friends also provided funds to support the performer for the end of the summer reading program.

Director’s Report included the deposit of \$218.30 into the Bank of Brodhead account from petty cash. Information on the tagging stations was shared. The children’s bathroom was discussed and a hold was placed on a decision. There were questions on the need for three quotes for any purchase of solar panels for the roof as well as confirmation that the roof was able to withstand the weight of the panels and what the life expectancy of the roof might be.

Discussion of a self check out machine through EnvisionWare was held. A motion was made by Katrina Dunlavy and seconded by Kirsten Novy to approve the purchase of a kiosk from EnvisonWare to facilitate self check out. Roll call vote was unanimous.

In other building issues, there is the HVAC problem. Olin Heating and Cooling has been called to try to install a modem. The company ProStar needs to send another modem.

A new TV was purchased to promote events at the library and to highlight patron use of the facility.

Services and programming use are continuing to climb. The Summer Reading Program was a great a success with 3,206 books read and 385,080 minutes spent reading.

Kirsten Novy made a motion to approve the Director's Report. Katrina Dunlavy seconded. Motion passed.

Two policies were reviewed, updated, edited, and changed. Kirsten Novy made a motion to approve the Brodhead Memorial Public Library Code of Conduct Policy as presented. Ann Anderson seconded. Motion passed.

Kirsten Novy made a motion to approve the Brodhead Memorial Public Library Records Retention Policy as presented. Ann Anderson seconded. The motion passed.

At 5:10 the Board went into closed session following a motion from Ann Anderson and a seconded from Kirsten Novy.

The Board returned from closed session at 5:26 after a motion from Ann Anderson and a second from Cori Clark.

A motion was made by Kirsten Novy and seconded by Ann Anderson to remove Crystal Willegal's name from accounts at both the Bank of Brodhead and the Sugar River Bank.

Roll call vote was unanimous.

Future agenda items include the following:

ProStar

Building decisions for solar panels, children's bathroom

Policy reviews

Security Gates

Motion was made to adjourn at 5:28 by Ann Anderson and seconded by Kirsten Novy.
Motion passed.

Minutes respectfully submitted by Nancy Nettlesheim, secretary