



Library Board Meeting Minutes

Thursday, February 20, 2025

4 p.m.

Brodhead Memorial Public Library
1207 25th Street
Brodhead, WI 53520

The meeting of the Brodhead Memorial Public Library Board was called to order at 4:02 by Kirsten Novy. Nancy Nettesheim was unable to attend. Sabrina Meichtry arrived at 4:04. Members in attendance were Ann Anderson, Kirsten Novy, Katrina Dunlavy, Sabrina Meichtry, Cori Clark and Jill Baxter.

Cori Clark made a motion to approve and consent agenda and to deviate if necessary. Jill Baxter made a 2nd. All were in favor.

Minutes of the January 2025 meeting - Cori Clark made a motion to approve. Kirsten Novy, 2nd. All were in favor.

No public Comment.

Director's Report/Financial Report - Kirsten Novy made a motion to approve. Ann Anderson 2nd. All were in favor.

Building Updates - Bathroom Project - Sabrina Meichtry makes a motion to move forward with the MSA public bid process and the Dimension IV proposal to begin the process of the construction of the children's area bathroom. Kirsten Novy 2nd. All approved.

HVAC Problems - \$250 hours for phone support for the current system. Olin Heating looking into bypassing the current system and potential replacement.

Carpet tile replacement

Partnership with Brodhead Optimists - want to fundraise for the library. Potentially look into a bench for the Children's area.

Jill Baxter shared information about a new clocking in/out system. MiTime, part of the civic program. Clock in and out on your phone. Monthly maintenance fees per month.

NOTICE

Notice is hereby given that a majority of the Common Council may be present at this meeting at the above-mentioned date and time to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the Common Council pursuant to [State ex rel Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 NW2d 408 \(1993\)](#), and must be noticed as such, although the Common Council will not take any formal action at this meeting.

A motion was made by Kirsten Novy to approve the Annual Report for 2024 . 2nd by Ann Anderson. The report was signed by Ann Anderson.

Expanding library closing hours - public has shared they would appreciate the library being open longer and that it is hard for those who work out of town to get to the library before closing. Proposed staying open until 7pm during the week. Ann Anderson makes a motion to approve extending weekday hours to 7pm starting in mid March. Cori Clark 2nd. All approved.

Weather Closure Policy - Ann Anderson made a motion to approve the Weather Closure Policy. Kirsten Novy 2nd.

Strategic Plan Update - Discussed progress and areas we can work toward moving forward.

Future agenda items -

- Bathroom Updates
- MiTime
- New Policy
- Check employee manual for fire instructions
 - A library fire policy, as outlined in a library handbook, should clearly state that all staff and patrons must evacuate the building immediately upon hearing a fire alarm, follow designated exit routes, gather at a designated assembly point outside, and never attempt to fight a fire themselves; staff should also be responsible for notifying emergency services and accounting for all individuals present.

The next Library Board meeting will be held on 3/13 at 4pm.

Kirsten Novy made a motion to adjourn the meeting at 5:17 pm. Cori Clark 2nd. All approved.

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