

## Library Board Meeting Minutes

**Thursday, August 14, 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 Katrina Dunlavy. Nancy Nettesheim and Ann Anderson were unable to attend. Members in attendance were Kirsten Novy, Katrina Dunlavy, Sabrina Meichtry, and Zach Woodford.

Kirsten Novy made a motion to approve and consent agenda and to deviate if necessary. Sabrina Meichtry made a 2nd. All were in favor.

Kirsten Novy approved minutes as amended. Zach 2nd. All were in favor.

Public Comment - HVAC issues, suggest an article in the Brodhead Free Press: “temp wasn’t just high, so were the numbers/activities. Thank everyone for hanging in there including the staff.”

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

Sabrina Meichtry made a motion to move \$10k from Bank of Brodhead and \$20k from the Bank of New Glarus to City Hall to cover the cost of the HVAC issues. 2nd by Kirsten Novy. All were in favor.

### Building Updates

- HVAC Installation by Alpha Control and Service on 8/4 & 8/7. New laptop purchased so HVAC company can remote into the system. The company will provide training for staff on the new system. Additional repairs needed are VDF and bypass damper replacement. These repairs will make the system work correctly and be more energy efficient.
- Bathroom Updates - virtual bidding through MSA. Project schedule and bid advertisement review.
  - Kirsten Novy moved to approve the release for bids for the Library Toilet Room. Zach Woodford 2nd. All approved.
- Library front door - issues closing. Stuart fixed.
- New Phones with internet line

Kirsten Novy made a motion to approve the financial report. Sabrina Meichtry 2nd.

Sarah Carpenter attended meeting and gave outreach updates

- New Reader Zone - continuing with new programs.
- Monthly Juda School Visits, Book Mobile, and 3K and 4K visits.
- Working with Brodhead Schools.
- Homeschool connection - met with families to see what needs are.

### 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.

Kirsten Novy approved the director's report as given. Zach Woodford 2nd. All approved.

New Business

- 2026 Library Budget
  - Kirsten made a motion to approve the 2026 proposed Library Budget as given. Sabrina Meichtry 2nd. All in favor.

Strategic Plan

- Working on social stability - develop a better mechanism for patrons to request items not owned by library system members.

Future agenda items -

- Library Board Bylaws Review for September (including policy review schedule)

The next Library Board meeting will be held on 9/11 at 4pm.

Kirsten Novy made a motion to adjourn the meeting at 5:00 pm. Zach Woodford 2nd. All approved.

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