

Library Board Meeting Minutes

Thursday, February 19, 2026

4 p.m.

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

1) Call to order

- The meeting of the Brodhead Memorial Public Library Board was called to order at 4:06 pm by Ann Anderson. Members in attendance were Ann Anderson, Kirsten Novy, Sabrina Meichtry, Kirsten Johanson and Zach Woodford. Katrina Dunlavy and Karrissa Porterfield were not in attendance.

2) Motion to approve consent agenda and to deviate from order if necessary (possible action)

- Kirsten Novy made a motion to approve the consent agenda and to deviate if necessary. Zach Woodford made a 2nd. All were in favor.

3) Minutes of 1-8-2026 meeting

- Sabrina Meichtry made a motion to approve the minutes. Kirsten Novy 2nd. All were in favor.

4) Public Comment

- No public comment.

5) Directors Report

a) Financial

- \$ 218.89 was deposited as petty cash into the Bank of Brodhead.
- Kirsten Novy made a motion to approve the Financial Report. Ann Anderson 2nd. All were in favor.

b) Building Updates

- New bathroom in the children's area is complete.
- Navient will no longer service microfilm machines. There are no other service providers in the state. It is currently used approximately once per week.
- Envisionware self-checkout fan was replaced.

c) Service Statistics

d) Programming Statistics

- Starting to plan for summer program.

e) Director's Recent Goals and Tasks

- Created and shared "New Trustee Orientation Manual" with all members.

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.

- Trainings attended for migration to the new ILS cataloging system. Launch date is set for 4/16/26. Library will need to be closed for a few short periods of time prior to the launch date for full staff training and transition to occur successfully.
- Brodhead W&L had a grant and donated an AED Machine.
- Library Legislation Day attended by the library director.
- Library director will be representing the library through involvement in the new Creating Community Change in South West WI program.
- Ann Anderson made a motion to approve the Director's Report. Kirsten Johanson 2nd. All were in favor.

6) Discussion of New Business

- a) Annual Report approval for 2025
 - Ann Anderson made a motion to approve the Annual Report. Kirsten Novy 2nd. All were in favor by roll call.
- b) Weather Closure Policy reviewed, no changes.
- c) Circulation Policy reviewed, no changes.
- d) Brodhead Police Department request use of the library as a location for an Active Shooter Training
 - Kirsten Novy made a motion to approve the request for Active Shooter Training. Ann Anderson 2nd. All were in favor.

7) Discussion of Old Business

- a) none

8) Future Agenda Items

- Challenged Materials Policy Review

9) Adjourn

- Sabrina Meichtry made a motion to adjourn the meeting at 4:52 pm. Zach Woodford 2nd. All approved.

Next Meeting is March 12th at 4pm

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