

Library Board Meeting Minutes

Thursday, May 14, 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 4:03 pm by Ann Anderson. Members in attendance were Ann Anderson, Kirsten Novy, Katrina Dunlavy, and Zach Woodford. Karrissa Porterfield, Kirsten Johanson, and Sabrina Meichtry were not able to attend.

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

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

3) Minutes of 4-9-2026 meeting

- Zach Woodford made a motion to approve minutes. Kirsten Novy made a 2nd. All were in favor.

4) Public Comment

- Elgin Riese, Economic Development Committee, shared an update ordered 2-1-1 materials.

5) Director's Report

a) Financial

- \$336.80 petty cash deposited into the Bank of Brodhead. There was a \$500 donation to the library's summer program from the Bank of New Glarus. Kirsten Novy made a motion to approve the Financial report. Zach Woodford made a 2nd. All were in favor.

b) Building Updates

- Parking lot painting and broken handicap sign \$1,600
- Broken lamp posts behind the library
- Fire inspection and batteries replaced
- Lighting in the main entrance fixed
- Spectrum Billing Issues

c) Service Statistics

d) Programming Statistics

e) Director's Recent Goals and Tasks

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 made a motion to approve the Director's Report. Ann Anderson made a 2nd. All approved.

6) Discussion of New Business

- a) Contract with FaxScan24
- b) Meeting and Study Room Policy
 - Kirsten Novy made a motion to approve the Meeting and Study Room Policy as revised. Zach Woodford made a 2nd. All approved.

7) Discussion of Old Business

- a) Memorial and Recognition Discussion

8) Closed Session per Wisconsin 19.85 (1) c Considering employment, promotion, compensation or performance evaluation data of any public employee(s) over which the government body has jurisdiction or exercises responsibility: *specific staff performance*

- Kirsten Novy made a motion to go into closed session at 5:08 pm. Katrina Dunlavy 2nd. All approved.
- Ann Anderson made a motion to come out of closed session. 5:24 Kirsten Novy 2nd.
- Kirsten Novy made a motion to approve staff member Rosa Van Brocklin to receive WRS benefits. Ann Anderson 2nd. All approved

9) Future Agenda Items

- June Regular Meeting; Code of Conduct Policy
- Next month's meeting is June 11th at 4pm
- Propose for taking July meeting off

9) Adjourn

- Zach Woodford made a motion to adjourn the meeting at 5:28 pm. Ann Anderson 2nd. All approved.

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