

Library Board Meeting Minutes

Thursday, June 11, 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 4:08 pm by Kirsten Johanson. Members in attendance were Karrissa Porterfield, Kirsten Johanson, Sabrina Meichtry and Katrina Dunlavy. Kirsten Novy, Zach Woodford, and Ann Anderson were not able to attend.

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

- Kirsten Johanson made a motion to approve the consent agenda and to deviate as necessary. Sabrina Meichtry made a 2nd. All were in favor.

3) Minutes of 5-14-2026 meeting

- Katrina Dunlavy made a motion to approve minutes. Kirsten Johanson made a 2nd. All were in favor.

4) Public Comment

- None

5) Director's Report

a) Financial

- \$235.02 petty cash deposited into the Bank of Brodhead. \$1,700 taken to City Hall from Green County Leaders. Sabrina Meichtry made a motion to approve the Financial report. Kirsten Johanson made a 2nd. All were in favor.

b) Building Updates

- Lockout Pest exterminator
- Finalized account with Remi for microfilm maintenance
- Updates with HVAC software license
- Frontier phone lines
- CEC fire alarm upgrades
- Spectrum billing issues update and discussion

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.

- Sabrina Meichtry makes a motion for the library director to reach out to local media about the billing issue with Spectrum to see if they can help us escalate the issue. Kirsten Johanson made a 2nd. All approved.
- c) Service Statistics
- d) Programming Statistics
- e) Director's Recent Goals and Tasks
 - Sabrina Meichtry made a motion to approve the Director's Report. Kirsten Johanson made a 2nd. All approved.
- 6) Discussion of New Business**
 - a) Possible no July Library Board Meeting
 - Stuart will reach out to schedule July and August meeting dates to align with summer schedules
 - b) Code of Conduct Policy
 - Kirsten Johanson made a motion to approve the Code of Conduct Policy as revised. Sabrina Meichtry made a 2nd. All approved.
- 7) Discussion of Old Business**
 - a) Mural Update
- 8) Future Agenda Items**
 - Regular Meeting
 - Records Retention Policy
 - Officer Election
- 9) Adjourn**
 - Sabrina Meichtry made a motion to adjourn the meeting at 4:53pm. Kirsten Johansen 2nd. All approved.

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