



**Library Board Meeting Minutes
November 14th, 2019**

The meeting of the Brodhead Memorial Public Library Board was called to order by Board President Kelly Gratz at 4:00pm. Those in attendance include: Diane Anderson, Ann Anderson, Kirsten Novy, Joe Kohlman, Angela Noel and Kassandra Huffman. Nancy Nettesheim was absent.

Agenda was approved following the motion by Diane Anderson and a second by Ann Anderson.

Minutes from October 21st meeting were approved with corrections, motion by Joe Kohlman and a second from Diane Anderson.

Patron/public concerns were discussed. Negative review on Facebook for the library was followed up appropriately with Library Director, Angela Noel and Library Board president reaching out to the patron to further discuss concerns. No response from library patron. Library received suggestion from a patron for the library to have an Instagram account as to reach more people in the community. This will be addressed when Adult Programming position is filled. Patron concern regarding the fact that the library is closed when the school is closed was discussed and the board is in agreement to keep this policy in line with the school district.

Request from Green County Leaders to appoint Angela Noel to Board of Directors. With Angela in this position, Brodhead Library will be promoted in Green County as well as building connections within Green County. Motion to approve by Kassandra Huffman and second from Joe Kohlman.

Request made to move Library Board meeting in December. Board in agreement to move Board meeting to Thursday December 19th. Motion to approve by Kelly Gratz and second by Kirsten Novy.

Discussion of library staffing for 2020: Move children's librarian off of desk time to focus on programming and outreach to children and families. Supervision of library shelvers to assistant director. Discussion of hiring a replacement library assistant for 10 hours weekly. Budget allows for this additional LA. No action at this time.

There are no spending vouchers or reimbursements. Other financials include the following: donation of \$250.00 received from Angel Kubly and Randy Peterson, donation of \$125 received from the Optimists to support summer programming. Expecting approximately \$1,381 from SCLS for Green County Shared Resources that must be spent in 2019.

Discussion of possible items to purchase for the library with remaining 2019 budget. No action taken at this time. Board discussed 2020 budget and no action at this time. Motion to approve financial report by Kirsten Novy and second by Ann Anderson.

Director's report includes the following information:

Nothing to report on buildings/facilities. Three new staff PCs and a new laptop for the Local History Room were installed and the library will purchase a new loanable projector and three monitors still this

year. Personnel annual reviews to be completed by the end of the week. Year to date library statistics: programming brought in 5,610 attendees. Visits to the library: 38,220 with 47,927 items checked out. Motion to approve directors report by Kirsten Novy and second by Joe Kohlman.

Future agenda items include staff raises, budget and update in job descriptions.

Motion to enter into close session at 4:45pm by Kirsten Novy and Diane Anderson.

Motion to end close session and return to open session at 5:07pm by Kirsten Novy and Joe Kohlman.

Ann Anderson made a motion to adjourn with second from Kirsten Novy. Meeting adjourned at 5:09pm.

Minutes respectfully submitted by Kassandra Huffman, Library Board trustee.