



**Brodhead Memorial Public Library
Library Board Minutes
August 13, 2020 via GoToMeeting**

The virtual meeting of the Brodhead Memorial Public Library Board was called to order by President Kelly Gratz at 4:01. Members in attendance were: Kirsten Novy, Cassandra Huffman, Diane Anderson, and Nancy Nettesheim. Those that were absent were Joe Kohlman and Erin Menzel.

The agenda was approved on a motion by Diane Anderson and a second from Cassandra Huffman.

Minutes from the previous meeting were accepted following a motion from Kelly Gratz and a second from Kirsten Novy.

Public/Patron concerns included an email from a patron questioning the lack of library availability. Board President Kelly Gratz will respond to this email. There was also a letter of complaint from a patron who had previously complained several times concerning the unavailability of computers at this time. As this was not a new complaint and had been answered repeatedly no action was taken.

The election of officers for the library board was addressed. After some discussion a motion was made to keep the members in the offices they presently have by Diane Anderson. There was a second from Kirsten Novy. Motion approved.

Chapters 14 and 16 of Trustee Essentials were reviewed to meet a request from the City that all committees review open meeting laws and conflicts of interest.

CARES Act money received by the city can be used to help the library for PPE and other COVID related needs. The act also specifies pay for employees who miss work due to quarantine if exposed, as well as pay if needed to care for another individual, including expanded family and medical leave if it is necessary to teach a child from home or if child care is lost.

Library services will remain at Level 1. There will, however, be printing services available if users send a PDF to the library. It may take 1/2 to 1 day to process. One computer will be made available to the public by appointment. There is a time limit per day, only two reservations per week and a procedure to follow for reserving time. A motion was made by Kelly Gratz to keep the library at Level 1, to keep curbside service on Saturday, to offer printing and computer services with more specific details to be addressed by Angela Noel and staff. Cassandra Huffman seconded the motion. Motion was approved.

There were no vouchers or reimbursement for this month. The library did receive a \$25 donation from the Riesterer family and \$25 donation from the Bank of Brodhead. There will likely be a 10% reduction in the library budget for the upcoming year. The financial report was approved following a motion by Kelly Gratz and a second from Diane Anderson.

The Director's Report included updates on the security camera installation, soffit repair, new wireless routers and virtual programming. 580 activity packs were provided for children to pick up. The Director's Report was approved on a motion by Kelly Gratz and a second from Diane Anderson.

Future topics for discussion will include the 2021 budget and service levels.

A motion was made to adjourn at 5:21 by Kelly Gratz with a second by Diane Anderson. Motion was approved.

Minutes respectfully submitted by Nancy Nettlesheim, secretary