



**Library Board of Trustees—Meeting Minutes
Thursday, September 9, 2021**

The meeting of the Brodhead Memorial Public Library Board was called to order at 4:02 by President Kelly Gratz. Members attending in person were Diane Anderson, Kirsten Novy, Cassandra Huffman and Nancy Nettesheim. Those attending virtually were Denessa Jones and Ann Anderson. Ann Anderson joined at 4:08 p.m. City Treasurer Keri Miller and Library Director Angela Noel were also in attendance in person.

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

The July 15 minutes were approved after a motion from Diane Anderson and a second from Kirsten Novy.

Keri Miller explained the process of discovering a budgeting error from 2018 that resulted in library funds being under paid. The oversight was corroborated by the city's auditor. The error is in the process of being righted. The Board appreciated the Treasurer's willingness to meet with us and provide a complete and factual explanation.

Increased levels of COVID infections at the county level has prompted the library to enforce a mandatory mask mandate for patrons using the materials and services in the building. This change from optional to mandatory was made in the form of a motion from Cassandra Huffman and seconded by Diane Anderson. Motion passed.

A discussion of eliminating fines for late returns of library materials was held and will be continued in future meetings.

In other financial matters, the 2022 budget was discussed. A review of existing funds and possible state aid was presented. The proposed 2022 library budget was approved following a motion from Kirsten Novy and a second from Cassandra Huffman.

During the financial report, reimbursements for two people were presented: Ann Anderson - \$77.40 for installation supplies for communication boards and Angela Noel - \$50.61 for program materials. A motion was made to approve reimbursement for both parties by Kirsten Novy and seconded by Kelly Gratz. Motion passed.

A motion was made to approve the financial report by Kelly Gratz and seconded by Kirsten Novy. Motion passed.

Director's Report informed us of further issues with the toilets. The toilets will be replaced. Sue Coplien was hired as a library assistant and started August 25, 2021. The Director's Report was approved following a motion from Kirsten Novy and a second by Cassandra Huffman.

Future agenda items included: Strategic Planning to begin in October, finalization of the 2022 budget, and further discussion on the elimination of late fees and fines.

Following a motion from Cassandra Huffman and a second from Kirsten Novy the Board convened to closed session at 5:16 p.m. per Wisconsin 19.85(1)(c): considering employment, promotion, compensation, and evaluation data of any public employee(s) over which the government body has jurisdiction or exercises responsibility: Library Assistant starting wage.

Following a motion from Kelly Gratz and a second from Diane Anderson, the Board reconvened in open session at 5:22 p.m. A motion in regular session was made to increase the Library Assistant starting wage

to \$12.00 an hour. Sue Coplien's rate will be adjusted and she will receive back paid the difference to August 25, 2021. Other staff wages will stay the same until a review in December. Motion was made by Kassandra Huffman and seconded by Kirsten Novy. Motion passed.

Kelly Gratz made a motion to adjourn and it was seconded by Kirsten Novy. Meeting adjourned at 5:23 p.m.

Minutes respectfully submitted by Nancy Nettesheim, secretary