



**Library Board of Trustees—Meeting Minutes  
Thursday, February 10, 2022**

The Brodhead Memorial Public Library Board was called to order by President Kelly Gratz at 4:01 p.m.

Members in attendance were: Ann Anderson, Diane Anderson, Kelly Gratz, Cassandra Huffman, and Kirsten Novy. Others in attendance: Library Director, Angela Noel, and Victoria Solomon from UW Extension Green County. Members excused: Nancy Nettesheim and Denessa Jones.

The agenda was approved following a motion from Ann Anderson with a second from Diane Anderson.

The previous minutes were approved following a motion from Kelly Gratz with a second from Cassandra Huffman.

No public comments were received via email. While at the library, a patron had expressed concerns about the winter weather policy and masking policy. Patron was encouraged to attend the Library Board meeting to discuss these concerns, however, this patron was not in attendance.

2022-2026 Strategic Planning with Victoria Solomon: To date, 120 digital and 6 paper community surveys have been completed. Board members discussed using the community event as a way to identify one-on-one conversations. Possible questions or ideas that may help with strategic planning:

- What do we want to get out of the one-on-one discussions?
- Identify potential misconceptions about the library
- How do we meet the needs of underserved community members?
- How do we reach out and get information from non-library community members?
- How do we show the community the library relevancy and value?
- How do we better promote opportunities that are offered?

Director Angela Noel presented the 2021 Library Annual Report, which revealed an increase in total circulation as well as non-resident circulation. Annual report was approved with a motion from Ann Anderson with a second from Kirsten Novy.

Cove's Electric will start the lighting upgrade in early March. Board members reviewed options to cover the cost of this upgrade. Motion to approve was given by Kirsten Novy to use money from Bank of Brodhead Fines and Fees to cover the lighting upgrade with a second from Ann Anderson. Motion passed unanimously.

Public Health COVID 19 recommendations have not changed. Board discusses increasing service levels, which would include opening the small meeting rooms and bringing out soft furniture and furniture for the children's area. Service level change was approved following a motion by Kirsten Novy and a second from Ann Anderson.

No additional vouchers or reimbursements were noted in the financial report. The 2021 fiscal books are now closed and once the audit is complete finalized information will be available. Motion to approve the financial report made by Kirsten Novy with a second from Diane Anderson.

The Director's Report noted an increase in circulation and visits. 34 participants completed the Winter Reading Program and reported 45,537 minutes of reading time. There will be a City Referendum on February 15, which will ask Brodhead citizens for an increase in the tax levy starting in 2023 for five years. The outcome of this referendum will impact the Library budget. The workroom project has been completed. Due to the increase of the January WE Energies bill, temperatures throughout the library have been decreased by 1 degree. Minor maintenance was done on the HVAC by Olin. Motion to approve the Director's Report was made by Kelly Gratz with a second from Diane Anderson.

Future agenda items to be addressed: 2022-2026 Strategic Planning.

A motion to adjourn was made by Kelly Grant with a second from Kirsten Novy. The meeting was adjourned at 5:23 p.m.

Minutes respectfully submitted by Cassandra Huffman, Library Board Trustee