

## Brodhead Memorial Public Library

### Minutes from November 21<sup>st</sup>, 2016 Meeting

Meeting was called to order by President Kirsten Novy at 4:00 pm. Those in attendance were Diane Anderson, Kelly Gratz, Kirsten Novy, Joe Kohlman, and Library Director, Angela Noel. Deb Fox from Brodhead City Council joined the meeting as well. Missing were Theresa Bernstein, Nancy Nettlesheim, Council Rep. Beth Rosheisen, and Youth in Government Rep. Dawson Keller.

Minutes from the October meeting will be amended to show corrected spelling of Theresa Bernstein's name and will reflect that Angela Noel will be allowed to bank comp. time up to 40 hours and will receive overtime pay after that. Minutes were approved as amended with a motion by Joe Kohlman and second by Kirsten Novy.

Deb Fox joined the Board Meeting on behalf of the City Council. The Council is proposing a \$25,000 decrease to the library budget for the year 2017. Deb came to discuss this change with the board. Part of the reason for the funding decrease is that the library has had approx.. \$20,000 in surplus for the past several years. All City departments are seeing either a decrease or a freeze in funding for the coming year. The city intends to pay the library remaining carry over funds from 2014, 2015, and 2016 asap. This will help to offset the funding decrease for the coming year. After the budget hearing on Dec. 1<sup>st</sup> and the final approved budget, the city will provide the library with final budget numbers. Angela shared that she is hoping to do monthly accounting checks between the library and the city to be sure that all funds are properly accounted for on both ends. The board shared questions and concerns with Deb and she will take these to the City Council.

#### Financial Report:

A motion was made by Kirsten Novy to approve the replacement of 3 desktops and 1 laptop computer at the cost of \$2,076.44. Seconded by Joe Kohlman. Approval of \$415 for a training for Crystal Willegal was approved with a motion by Kirsten Novy and second by Diane Anderson. Carol Pawlisch will be reimbursed \$12 for lunch at a training. Motion by Diane Anderson, second by Kirsten Novy.

Angela highlighted areas of the 2016 budget where funds could be moved to cover remaining expenses for this year. The board supports these changes.

A discussion was held as to how to best spend remaining funds for 2016. Angela shared a list of items that the library could use at this time. She will bring quotes for any items that exceed \$2,500 to the December meeting. The Financial Report was approved with a motion by Kirsten Novy and second by Diane Anderson.

#### Director's Report:

Visits and Items out were slightly down for October. The Board was updated on current programming. Katrina Sarow will be promoted from Shelver/Page to Library Assistant and a Shelver/Page position will be posted. Kate Thelander has resigned and a Library Assistant position will be posted as well. Troy Nyman will be on medical leave for part of

December/January. Angela would like to provide CPR/1<sup>st</sup> Aid training for library staff. The board supports this. Director's report was approved with a motion by Kirsten Novy and Seconded by Diane Anderson.

Meeting was adjourned at 5:10 pm with a motion by Kirstin Novy and Second by Diane Anderson.

Minutes submitted by Kelly Gratz