

Brodhead Memorial Public Library  
January 15, 2018

The Brodhead Memorial Public Library was called to order at 4:00. Ann Anderson was absent. All other members were present.

The December minutes were approved on a motion from Joe Kohlman and a second from Diane Anderson.

The Board approved that the June meeting to be moved to June 11.

Following discussion, the board reached a decision on the retention of library records. The motion was made to adopt the format and recommendations of the Wisconsin Public Libraries and Public Systems and Related Records plan. We will implement their guidelines and submit the information to the Wisconsin Historical Society. Motion made by Diane Anderson and seconded by Theresa Bernstein.

The refund policy for lost items that were paid for and then found was clarified. The phrase "refund only for materials owned by the Brodhead Memorial Library" will be added to the present policy. This motion was made by Kelly Gratz and seconded by Kirsten Novy.

The next discussion was concerning the Library Director's compensatory time that she has banked. Director Noel asked if a line could be added to track her hours on the payroll stub. She has up to 40 hours of time to use per her contract. The motion was made to ask City Hall to create a pay roll line for her for that purpose. Motion made by Joe Kohlman and seconded by Kelly Gratz.

The financial report was approved on a motion from Kirsten Novy and a second from Joe Kohlman.

The director's report indicated that the library has sold the unused shelving units to the Wisconsin Rapids Library for \$400. Juda Public Schools will take the empty CD shelving. The old CPUs will be offered for sale for \$100. The director's report was approved on a motion from Kirsten Novy and a second from Diane Anderson.

A motion to adjourn was made by Kirsten Novy and seconded by Theresa Bernstein. The meeting concluded at 5:02.

Minutes respectfully submitted by Nancy Nettlesheim, secretary