# BROWN COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

**November 20, 2024 1:30 p.m.**

President Flynn called the meeting to order at 1:30. **Present:** Jeremy Flynn, Mary Anne Kerley, Margaret Scranton, Sharon Teefey, Linda Wade, Richard Young, Director. **Absent:** Heidi Scott, Alex Geisler No public comment.

Motion by Kerley, second by Teefey to accept minutes of: Board of Trustees meeting, **October 16, 2024;** Personnel Committee meeting, **October 15, 2024;** Personal Committee meeting, **October 16, 2024;** Board of Trustees Special meeting, **October 28, 2024.** Motion carried.

Motion by Scranton, second by Wade to **pay construction bills** from: Dewberry, $14,566.76; Geotechnics, $479.76; Henricksen, $140,629.43; Laverdiere, $442,362.38.

Flynn-yes, Kerley-yes, Scranton-yes, Teefey-yes, Wade-yes. Motion carried.

Motion by Wade, second by Teefey to pay the **routine November bills.** Motion carried. October 2024 **Financial Statement** (Budget Analysis) & **Management Report** - Young November 2024 **Marketing & Events Report** - prepared by Sarah Worstell

November 2024 **Director's Report** - prepared by Young October 2024 Monthly statistics.

# COMMITTEE REPORTS

**Finance:**

**Personnel:** Motion by Scranton, second by Wade to accept the **resignation of Edna Ford,** as janitor, and **hire Emily Volk,** per her bid, beginning November 4. Motion carried.

**Building/Grounds: Snow Removal** and **Community Room Use Policies** are being developed.

# OLD BUSINESS

**Amending Ordinance 25-01:** Starting in January 2025, meetings will be held on the third Monday at 3:30 p.m. for the rest of the fiscal year, to June 2025. Motion by Scranton, second by Teefey. Motion carried.

**FYI:** Myers and Myers completed the in-person **audit of FY24** November 12-14, to be reported at our December 11, 2024 Board meeting.

# NEW BUSINESS

Reviewed the library **transition timeline:** Timing snags on incoming furniture.

Motion by Wade, second by Scranton to accept the **Copier Contract** for two machines, in the amount of $ 78.92/mo from WATTS. Motion carried.

Motion by Teefey, second by Wade to approve the Thompson Electronics contract for a **Fire Alarm Monitoring system** for the new facility at a cost of $425 annually. Motion carried.

Motion by Wade, second by Kerley to purchase **three display TVs** for the new library (75" for the service desk, 65" for the children's area, 55" for study room B), with cost not to exceed $3,000. Motion carried.

Motion by Scranton, second by Wade to accept the following **staff wage and bonus** proposal:

|  |  |  |
| --- | --- | --- |
| **Staff** | **Wage** | **Bonus** |
| Faye Madsen | $15.25/hr | $250.00 bonus |
| Kim Litchsinn | $16.00/hr | $250.00 bonus |
| Sarah Worstell | $16.00/hr | $250.00 bonus |
| Richard Young | $46,250.00 | $1,500.00 bonus |
| Motion carried. |  |  |

Oil:I.E.B:

Next regular Board of Trustees meeting will be December 11, 2024 at 1:30 p.m. Meeting adjourned at 2:45 p.m.

Respectfully submitted,

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Margaret W. Scranton, Board Secretary