**BROWN COUNTY PUBIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING**

**January 20, 2025 3:30 p.m.**

Flynn called the meeting to order at 3:30. **Present:** Jeremy Flynn, Alex Geisler, Mary Anne Kerley, Margaret Scranton, Sharon Teefey, Linda Wade, Richard Young, Director. **Absent:** Heidi Scott. There was no public comment. Geisler left at approximately 4:00 p.m.

Motion by Geisler, second by Kerley to approve amendment to Dec 11, 2024 minutes and both meeting minutes for: December 11, 2024 Board, and Building/Grounds Comm. Special meeting of January 13, 2025. Motion carried.

Motion by Teefey, second by Geisler to approve and **payment of New Construction Bills:** for Baker & Taylor for $1,862.78, and Entec for $612.50.

Flynn-yes; Geisler-yes; Kerley-yes; Scranton-yes; Teefey-yes; Wade-yes. Motion carried. Motion by Geisler, second by Teefey to approve the **regular monthly bills.** Motion carried. **Financial Statements** (Budget Analysis & Management Report) - December 2024: **Marketing/Events Report** - Jan 2025 (prepared by Sarah Worstell}

**Director's Report** - January 2025 - Young Monthly Statistics - included

**COMMITTEE REPORTS:**

Finance:

Personnel:

Buildings/Grounds:

* Snow Removal policy: still in process, expected next month.
* Committee Room Use Policy: Adoption tabled until March meeting.

**OLD BUSINESS:**

* FYI: Myers & Myers have not completed the **FY24 Audit** - awaiting response from them
* Updating **timeline for building transition:** books are moved, offices are moved, technology is readied, organization is being done. This next week, book organization will be worked on. Individual areas are being readied. Maybe can open (partially} Jan 29.
* For the present time, we will accept the $1,500 Cloud Service from **Entec Controls** which was included in our construction bidfor the HVAC system control management

**NEW BUSINESS:**

* Motion by Scranton, second Wade by approving submission of **FY25 Per Capita Grant application** .

Motion carried.

* Motion by Teefey, second by Wade approving **purchase of new office supply Storage Cabinet.**

$825.00 Motion carried.

* Motion by Teefey, second by Wade approving **purchase of six floor/chair mats.** $930.00 Motion carried.
* Attorney Charles Burton **correspondence re Louise Huseman Estate.** Wording was not clear in the estate. Judicial input has been requested. Motion by Wade, second by Teefey to accept the intent of the **estate of Louise Huseman.** Motion carried with Flynn abstaining.
* Motion by Wade, second Kerley approving **purchase of Security Mirror Safety Mirror.** Motion carried.
* Motion by Scranton, second by Wade approving **Faronics Deep Freeze subscription service** for 3 years, for 8 new public use computers and renewal of 6 existing public use computers. Motion carried.
* Motion by Scranton, second by Teefey to **purchase one 6 foot, double-sided bookshelf** for young adult area. Motion carried.
* Motion by Wade, second by Kerley to advertise and sell **current 143 W Main St. building,** with a minimum bid of $125,000. Motion carried. Public advertising of Real Property on February. 12, 19, with sealed bids due at library office on February 28, at 4:00 p.m.. Possession to be taken April 1, 2025.
* Motion by Wade, second by Kerley to sell the **remaining Personal Property in old building** at auction. Date to be set for first week-end of March, pending securing auctioneer services. Contents will first be offered to any other interested libraries, with such commitment by February 8.
* Consensus was for setting the date for a **grand opening/dedication** of the new library building for Sunday, April 27. Plans to be developed.

**OTHER:**

Change of Date for next regular Board meeting: February 24, 2025 at 3:30 p.m. Meeting adjourned at 5:25.

Respectfully submitted,

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Secretary