# BROWN COUNTY PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING

## September 18, 2024 1:30 p.m.

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

Motion by Teefey, second by Geisler to accept minutes from: **Board of Trustees** meeting, August 21, 2024; and Library Board **Personnel Committee** meeting, September 16, 2024. Motion carried.

Motion by Geisler, second by Teefey to **pay construction bills** from: Dewberry, $9,007.77; Geotechnics,

$477.20; Laverdiere,$ 259,669.06.

Flynn-yes, Geisler-yes, Kerley-yes, Scranton-yes, Teefey-yes, Wade-yes. Motion carried. Motion by Geisler, second by Wade to pay the **routine August bills.** Motion carried.

September 2024 **Financial Statement** (Budget Analysis & Management Report) - Young August 2024 **Marketing/Events Report** - prepared by Sarah Worstell

September 2024 **Director's Report** - prepared by Young. Monthly statistics are for August 2024.

# COMMITTEE REPORTS

**Finance:** none

**Personnel: Advertisement for the Janitorial vacancy** will be published 2 weeks (Sept 25, and Oct 2, 2024), with bids due to Library by 7:00 p.m., October 7. Interviews may be conducted Oct 8 - 15. Applicant may be voted on at the October 16 Board meeting. A Janitorial job description is being developed for each building, and separate bids, with references, will be accepted for each building.

**Building/Grounds:** none

# OLD BUSINESS

After reviewing, adopted a **Donation Policy** for the library on a motion by Geisler, and second by Wade. Motion carried.

# NEW BUSINESS

**FYI:** Trustees must complete **Harassment Prevention Training.**

Board reviewed and accepted **3 bids from Adams:**

**Telephone Equipment and installation:** motion by Geisler, second by Scranton. Motion carried. **Computers and Monitors and Installation:** motion Geisler, second by Scranton. Motion carried. **Camera and Access Point Equipment and Installation:** motion by Geisler, second by Scranton.

Motion carried.

* **FY25-04: Tax Levy Ordinance and Certificates.** Motion by Wade, second by Geisler to approve. Flynn-yes, Geisler-yes, Kerley-yes, Scranton-yes, Teefey-yes, Wade-yes. Motion carried.
* **Federal Companies bid on moving books to new library.** Motion to accept by Geisler, second Kerley. Motion carried.

**Other**

Next regular Board of Trustees meeting will be October 16, 2024, at 1:30 pm. Meeting adjourned at 2:30 pm.

Respectfully submitted,

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Margaref W. Scranton, Board Secretary