

Brodhead Memorial Public Library
November 14, 2024

The meeting of the Brodhead memorial Public Library trustees was called to order at 4:03 by President Ann Anderson. Those in attendance were Katrina Dunlavy, Nancy Nettesheim, Kirsten Novy, Sabrina Meichtry, Cori Clark and Troy Nyman.

A motion to approve consent agenda and to deviate from order if necessary was made by Kirsten Novy and seconded by Ann Anderson. Motion passed.

Motion to approve the previous minutes, with amendments, was made by Kirsten Novy and seconded by Katrina Dunlavy. Motion passed.

The Director's Report was presented. Two deposits were made to the Bank of Brodhead from petty cash, \$378.43 and \$133.54. Building updates included a decision to wait on the solar roof and the toilet addition until there is a project cost. Olin Heating and Air Conditioning worked with Prostar to fix our system at a cost of \$1,097.00. Parking lot plowing will be handled by Rosheisen Farms. There was discussion of getting an AED. Jack of All Trades cleaned gutters and fixed 2 doors for \$177.80. Service statistics and number of programs were both excellent.

A motion to approve the Director's Report was made by Kirsten Novy and seconded by Ann Anderson. Motion passed.

A motion to approve the Financial Report was made by Katrina Dunlavy and seconded by Ann Anderson. Motion passed.

Performance reviews for staff have been completed by Stuart. Director's evaluation will be handed out to the Trustees in December and tabulated in January.

The Photography and Film Policy was updated. A motion to approve the new version was made by Ann Anderson and seconded by Cori Clark. The motion passed unanimously.

The Director was given the go ahead to post the job of library assistant for 9-12 hours a week.

Katrina Sarow will be promoted to Technical Services Coordinator with increased responsibilities and an increase in salary in January.

Future Agenda Items:

- Personnel Handbook
- Budget
- PTO
- Posting of library assistant job

Motion to adjourn was made by Kirsten Novy and seconded by Ann Anderson at 5:32. Meeting was adjourned.

Minutes respectfully submitted by Nancy Nettesheim, secretary