

**BROWN COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
August 20, 2025 (FY26), at 9:00 AM**

AGENDA

Call to Order

Roll Call

Public/Audience Comments

Approval of Minutes:

- July 16, 2025 – Regular Meeting of the Board of Trustees

Approval of Bills:

- August 2025 New Library Construction Bills (Adams Experts; Dewberry)
- August 2025 Routine bills

Financial Statements (Budget Analysis & Management Report):

- July 2025

Marketing Report – prepared by Sarah Worstell

Programming Report – prepared by Chloe Reich

Director's Report – August 2025 (included in the packet)

- Monthly Statistics – July 2025 (included in the packet)

Committee Reports:

- Finance Committee
- Personnel Committee
- Building/Grounds Committee

Old Business:

- Update – Monument Sign for NW corner of library property
- Update – Repair of building (drive-up overhang) by Jared Bean of Bean Construction
- Annual Sexual Assault Prevention training – needs completed by 9/17/25
- Advantage Archives Democrat Message years 2022 and 2023 update
- Employee Handbook – 5.12 Bereavement Leave
- Other

POSTED: Monday, August 18, 2025, at 9:00 AM

New Business:

- Review and take action on acquiring a new insurance carrier for our Treasurer Bond Insurance – coverage for \$90,000 to meet requirements of the law
- Review and take action on the purchase of an AED (Automated External Defibrillator) machine for emergency use in the library to be paid for with new building funds – training will be provided by the Brown County Public Health Department Administrator, Betty Coonrod
- Approve acquiring Narcan for the library and providing training on the use of it by the Brown County Public Health Department Administrator, Betty Coonrod
- Review bid on hiring Shredit.com to shred the records we have been granted approval to destroy by the Office of the State Archives – roughly 17 copy paper boxes
- Review and approve revised Job Descriptions for all library staff and new Volunteer Form
- Approved Maintenance Ordinance (FY26-02) for July 1, 2025 – June 30, 2026
- Other

Other:

- Next regularly scheduled Board of Trustees meeting date: Wednesday, September 17, 2025, at 9:00AM
- Special Meeting of Board of Trustees (to adopt FY26 Budget & Appropriation Ordinance) date: Monday, September 22, 2025, at 9:00AM

Adjournment