

Jefferson County Library Board - Meeting Minutes

I. Meeting Details & Attendance

- **Meeting Type:** Regular Meeting
 - **Date:** 11/6/25
 - **Time:** 5-5:45 p.m.
 - **Location:** Dwight Foster Public Library or via Zoom
 - **Presiding Officer:** Tim Semo, Board President
 - **Minutes Recorder:** Amanda Golson, Board Secretary
 - **Attendance:**
 - **Present (Board):** Art Biermeier, Amanda Golson, Greg Haasch, Richard Moulding, and Tim Semo
 - **Absent (Board):** Dr. Brian Henning, Duane Scott
 - **Others Present:** Brittany Larson-Bridges Library System Director, Minetta Lippert-Dwight Foster Public Library Fort Atkinson, Diane Jaroch-Whitewater, Peg Checkai-Watertown, Kelli Mountford- Karl Junginger Waterloo, Melissa Anderson-Jefferson
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II. Proceedings

1. Call to Order

- **Time:** The meeting was called to order by Tim Semo at 5 p.m.

2. Approval of Minutes of the July 29, 2025 Meeting (Action)

- **Review:** The minutes from the July 2025 meeting were distributed and reviewed.
- **Motion:** A motion was made by Greg to **approve** the minutes of the July 2025 meeting as.
- **Second:** Tim Semo
- **Discussion:** none
- **Vote:** Motion carried: Unanimous

3. Comments from the Public

- **Summary:** *No public comments were received.*

4. Correspondence

- **Summary:** None

5. Administrator's Report – Minetta Lippert

- **Report Summary:** Annual report was given to the Jefferson County Board. Amanda and Richard are up for reappointment. Dr. Henning is not interested in serving another term so Minetta recommend Dr. Tonya Olson, Administrator of Lake Mills Area School District as a replacement for Dr. Henning as the board must have a school district representative.

6. Report from Library System Representative – Art Biermeier

- **Report Summary:** Changes are coming in Board Effect which will be offline. Baker & Taylor a materials distributor is closing.

7. Report from Library System Director – Brittany Larson

- **Report Summary:** Two challenges facing libraries currently are the budget process as funding shrinks. Secondly, Baker & Taylor closing will impact libraries because they were uniquely suited to serve public library needs. The system is preparing for annual reports that will be upcoming in the new year.

III. Business Items

8. Unfinished Business

A. Report on 2026 Jefferson County Budget

- **Summary:** Brittany Larson presented to County administration and the Finance Committee about Jefferson County library service. The budget request was approved without changes.

9. New Business

A. Review Jefferson County Library Service Guidelines

- **Summary:** Jefferson County Library Guidelines have been included as a reminder to the board and are to be reviewed annually.

B. Discuss Web Accessibility Requirements and the Jefferson County Library Service Website (Discussion)

- **Summary:** Awareness is being shared surrounding the ADA requirements for accessibility of websites. Jefferson County has to be in compliance by the end of April 2026. One solution would be to tie the website to the Jefferson County website and utilize the

resources they have at their level. Possible solutions are to approach Jefferson County and provided they are willing to take on the website duties pass the website off to them or to find an alternative solution to meet the ADA requirements. President Semo directed Minetta to work with the County to add website pages to the County's website about Jefferson County library service. Minetta should keep President Semo informed about progress.

10. Reports from County Libraries

- **Summary:** Minetta Lippert- Replacing rooftop condenser, added a temporary food pantry to meet the needs of residence while snap benefits have been suspended. Peg Checkai-Watertown working on updating the website for spring as they work on strategic planning moving forward. Still looking to fill a part-time position. Diane Jaroch- Finishing up building project, bookshelves are being reinstalled. Curbside service starts next Monday. Grand opening scheduled for Friday, February 13th. Kelli Mountford-The fired up reading challenge recently finished. Bingo with first responders was a success, over 70 people attended. Circulation is up ten percent. Melissa Anderson-New website launched a little over a month ago. Staff training focusing on the strategic plan. An increase in donations to the food pantry has been noticed and the Kiwanis closet is heavily utilized.

11. Adjournment

- **Time:** The meeting was adjourned at 5:45 p.m.

Respectfully Submitted,

Amanda Golson