



## OFFICIAL NOTICE AND AGENDA

Notice is hereby given that a public meeting will be held on the date, time and location shown below. Upon attaining a quorum of members, only items listed on the agenda shown below will be considered.

[5] Members Physically Present to Meet Quorum Requirements

**Regular:** **Library Board**  
**Date & Time:** Wednesday May 13, 2020 @ 7:00 pm  
**Location:** City Hall  
2000 N. Calhoun Rd.  
Brookfield, WI 53005  
Council Chambers  
**Members:** Kay Benning, Ald. Chris Blackburn, Richard Brandt, Sheila Buechel, Margaret Courtright, Stanley Fox, Jim Heinrich, Susan Schweda, Beverly Wentz

1. Roll Call
2. Announcements
  - a. The next meeting will be June 10, 2020 @ 7:00 pm
3. Minutes
  - a. March 11, 2020 minutes
4. Financial report
  - a. Monthly reports and expenditures – action item
5. Librarian's Report
  - a. March 2020 operating statistics
  - b. April 2020 operating statistics
  - c. 1<sup>st</sup> Quarter operating statistics
  - d. 1<sup>st</sup> Quarter goals and objectives
  - e. Acknowledgement of donations received
  - f. Staff update
  - g. Facility update
  - h. Public Services, curbside and other COVID-19 related activities
6. Friends of the Library – No Report
7. New Business
  - a. Appointment of nominating committee – Pres. Buechel
  - b. Policy review – Library Personnel II-8 – action
  - c. Policy review – Organizational chart II-10 – action
  - d. COVID-19 – discussion, possible action
  - e. Library Social Media policy – discussion, possible action
  - f. Establish Facebook account – possible action

Name of Responsible Staff Person: Edell Schaefer  
Department / Title: Library Director  
Date/Time Notice Posted: May 8, 2020 2:00 PM

Any person who has a qualifying disability as defined by the Americans with Disability Act that requires the meetings or materials be in an accessible location or format, contact the City Clerk at (262) 782-9650 or 2000 North Calhoun Road, for accommodations. Requests for accommodations for meetings should be made at least 3 business days in advance of the meeting. Every effort will be made to arrange accommodations for all meetings.

*Note: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in this notice.*