



MINUTES OF AN OFFICIAL MEETING:

Regular / Special Meeting: Brookfield Public Library, Board of Trustees

Date and Time: Wednesday, February 8, 2023 at 7:00 pm

Location: Brookfield Public Library, Board Room, 1900 N Calhoun Rd.

Members Present: Ald. Scott Berg, Sheila Buechel, Margaret Courtright, Jeanmarie Deuster, Jim Heinrich, Susan Schweda, Beverly Wentz

Absent: Stanley Fox

Others Present: Cathy Tuttrup, Director of Library Services; Barb Stein, Friends' President

1. Roll Call

President Courtright noted a quorum present and called the meeting to order at 7:00 pm.

2. Announcements

The next regularly scheduled meeting will be March 8, 2023.

3. Minutes of the January 11 , 2023 meeting

Motion by Wentz, second by Schweda to approve the minutes of the January 11 , 2023 meeting of the Library Board of Trustees (with a question about the inclusion of the full Librarian's Report). Motion carried unanimously.

4. Financial Report and expenditures

Motion by Heinrich, second by Deuster to approve the financial report and expenditures. Motion carried unanimously.

5. Librarian's Report

January 2023 Operating Statistics

Rolling twelve*	<u>2/21-1/22</u>	<u>2/22-1/23</u>	<u>% Change</u>
Total Circulation	569,949	543,711	-4.60%
Resident	444,891	427,494	-3.91%
Crossover	86,283	79,058	-8.37%
Nonresident	38,775	37,159	-4.17%
	<u>2022</u>	<u>2023</u>	<u>% Change</u>
Total Circulation (January)	42,563	43,179	1.45%
Resident	32,711	33,987	3.90%
Crossover	7,031	6,366	-9.46%
Nonresident	2,821	2,826	0.18%
User Visits	14,111	15,791	11.91%
Adult			
# Programs	13	15	15.38%
Attendance	103	181	75.73%
Children			
# Programs	21	29	38.10%
Attendance	433	1,019	135.33%

*Rolling twelve does not include digital circulation.

Programming: In the Children's department we started our regular storytime schedule. We also had a Star Wars themed Winter Reading Program. As part of the event, we hosted a Star Wars party with the 501st Garrison, a group of individuals who dress in authentic Star Wars costumes. Chewie using our self-check was a big hit. We also hosted Mad Science Brixology and Mostly Monsterly, a theater presentation. The 6th, 7th and 8th graders from Saint John Vianney visited twice.

In the Adult Department, we hosted a genealogy program, partnering with the DAR. We also started a new monthly program, Sew Amazing, a time for attendees to get together and work on their own sewing projects. We also had Dungeons and Dragons twice and The Wisconsin Story. We were also able to provide a table for students from Brookfield Central to collect laptops for their robotics program.

Acknowledgement of donations received

We received a \$110.00 donation from Kiwanis Club of Elm Grove in recognition of their speaker program.

Staff update

Three new part-time technicians started on January 16. The only open position is the manager position.

Facilities update

Facilities staff installed the adult changing table in the Toddler Bathroom and repaired the floor in the area. They will be installing a sani-station at some point. We purchased new LED flashlights for all stations in the building for safety purposes.

RFID update

Our DVDs that were not working with the pads were sent to Envisionware for further testing. They are being tested by their engineering department in Germany. We will be adding a label to items that have metal in the cases or on the cover asking patrons to take these items to the front desk for checkout. They will not work on self-check.

Motion by Wentz, second by Deuster to approve the Librarian's Report (noting that a letter will be written to the Mayor regarding the adjustable adult changing station to be reviewed at the March meeting.) Motion carried unanimously.

6. Friends of the Library - President Barb Stein mentioned that there are 104 total members including lifetime members. Upcoming events are Library week in April, Ice cream social in August, Book sale in September, and Festival of Trains in October. The Friends sponsored a Read it & Eat program.

7. Unfinished Business

a. Library Courtyard

Plaques will be ordered and a dedication will be held at a future date.

8. New Business

a. Open manager position

Position will be discussed at the March meeting with Human Resources Director, Jim Zwerlein

b. Policy review: Library Values I - 4

Motion by Buechel, second by Deuster to approve the Library Values policy, I - 4. Motion carried unanimously.

c. Policy review: Funding II – 6

Motion by Buechel, second by Deuster to approve the Funding policy II - 6. Motion carried unanimously.

9. Adjournment

Motion by Heinrich, second by Berg to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:25pm.

Respectfully Submitted:	Cathy Tuttrup
Name of Responsible Staff	Cathy Tuttrup
Department / Title	Brookfield Public Library / Director of Library Services