



MINUTES OF AN OFFICIAL MEETING:

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

Date and Time: Wednesday, February 9, 2022 at 7:00 pm

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

Members Present: Kay Benning, Ald. Chris Blackburn, Sheila Buechel, Margaret Courtright, Jeanmarie Deuster, James Heinrich, Susan Schweda, Beverly Wentz

Absent: Stanley Fox

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

1. Roll Call

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

The meeting began with a presentation by Regan Dewey, Account Executive, who presented information on Bibliotheca's RFID solutions and proposal for upgrading the Brookfield Public Library to RFID. Following the one-hour presentation with Q&A, Regan was thanked for her proposal and participation.

2. Announcements

The next regularly scheduled meeting will be March 9, 2022 (in the Board Room)

3. Minutes of the January 12, 2022 meeting

Motion by Buechel, second by Benning to approve the minutes of the January 12, 2022 meeting of the Library Board of Trustees. Motion carried unanimously.

4. Financial Report and expenditures

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

5. Librarian's Report

January 2022 - Operating Statistics

Rolling twelve*	<u>2/20-1/21</u>	<u>2/21-1/22</u>	<u>% Change</u>
Total Circulation	504,004	569,949	13.08%
Resident	396,803	444,891	12.12%
Crossover	75,688	86,283	14.00%
Nonresident	31,513	38,775	23.04%

	<u>2021</u>	<u>2022</u>	<u>% Change</u>
Total Circulation (January)	51,300	42,563	-17.03%
Resident	39,296	32,711	-16.76%
Crossover	9,016	7,031	-22.02%
Nonresident	2,988	2,821	-5.59%
Adult			
# Programs	6	13	116.67%
Attendance	39	103	164.10%
Children			
# Programs	9	21	133.33%
Attendance	259	433	67.18%

*Rolling twelve does not include digital circulation.

Programs: we held all regular programs in the adult department, and began a winter session of the Writers' Circle (led by local author Lois Patton). We held one special program in conjunction with the DAR on researching your Revolutionary War ancestors. The cold weather seemed to keep many people away.

Children's department started spring storytimes at the end of the month, and held the popular I-Spy game. On no-school days, we hosted Kohls Wild Theater and MSOE with a STEAM-based zip line challenge. We held a "Wiggles and Giggles" program for younger children.

Acknowledgement of Donations Received

We received four donations this month. Keiko Skow donated \$50 in memory of Tommy Streckroth. The Kiwanis Club of Elm Grove donated \$110 in recognition of their speaker program. Jennifer Heinemann donated \$200 in memory of Char Heinemann. The Friends of the Library approved the donation of a meeting OWL Pro with laptop.

Staff Update

A part-time technician resigned to take a full-time position elsewhere. We have started a technician recruitment to fill the three existing vacancies.

Facilities Maintenance Update

Facilities is still in the process of recruiting for vacancies. We are currently staffed with 1.5 FTE cleaners.

Motion by Wentz, second by Courtright to approve the Librarian's Report. Motion carried unanimously.

6. Friends of the Library – Barb Stein announced that the Friends' fund balance is \$26,567.15.

Renewal letters will be going out soon to the membership. The annual meeting and election will take place April 25. As noted last month, Read It and Eat has resumed. The Friends' will provide treats to Library staff during National Library Week (April 3-9). The Festival of Trains is scheduled for November 19. A chairperson is still needed for the book sale. Board members are encouraged to give suggestions to Barb for persons who might be willing and able to manage the 2022 book sale.

7. Unfinished Business

a) RFID (Radio Frequency Identification) project – discussion was held on the presentations and impressions of Envisionware and Bibliotheca RFID solutions. The Board was asked to review the vendor materials and proposals for discussion and selection of a vendor at the March meeting.

If anyone has any questions they should email Director Schaefer and responses or clarification will be provided to the full Board.

8. New Business

- a) 2021 State Report – the State report was completed and submitted online late Monday. Heinrich and Wentz expressed concern that the report was not available prior to the meeting. The process of report development, review and documentation was outlined. This will be taken into consideration next year when the 2022 State Report is completed.

Motion by Courtright, second by Buechel to approve the 2021 State Report as submitted. Six Yays: Benning, Ald. Blackburn, Buechel, Courtright, Deuster, Schweda; two Abstain: Heinrich, Wentz. Motion carried.

9. Adjournment

Motion by Heinrich, second by Wentz to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:18 pm.

Respectfully Submitted: Edell Schaefer
Name of Responsible Staff Edell Schaefer
Department / Title Brookfield Public Library / Director of Library Services