



## MINUTES OF AN OFFICIAL MEETING:

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

Date and Time: Wednesday, February 10, 2021 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, Stanley Fox, James Heinrich, President Susan Schweda, Beverly Wentz

Others Present: Edell Schaefer, Director of Library Services; Cathy Tuttrup, Public Services Manager

### 1. Roll Call

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

### 2. Announcements

The Next Regularly Scheduled meeting will be March 10, 2021.

### 3. Minutes of the January 13, 2021 meeting

***Motion by Ald. Blackburn, second by Wentz to approve the minutes of the January 13, 2021 meeting of the Library Board of Trustees as corrected. Motion carried unanimously.***

### 4. Financial Report and expenditures

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

### 5. Librarian's Report

#### January 2021 - Operating Statistics

Rolling twelve*	<u>2/19-1/20</u>	<u>2/20-1/21</u>	<u>% Change</u>
Total Circulation	643,205	504,004	-21.64%
Resident	503,864	396,803	-21.25%
Crossover	96,649	75,688	-21.69%
Nonresident	42,692	31,513	-26.19%
	<u>2020</u>	<u>2021</u>	<u>% Change</u>
Total Circulation (January)	49,906	51,300	2.79%
Resident	38,822	39,296	1.22%
Crossover	7,659	9,016	17.72%
Nonresident	3,241	2,988	-7.81%
RBdigital (eAudio)**	184	-	-100.00%
Adult			
# Programs	16	6	-62.50%
Attendance	202	36	-82.18%

Children	# Programs	23	9	-60.87%
	Attendance	612	259	-57.68%

\*Rolling twelve does not include digital circulation.

\*\*New January 2015. Incorporating digital formats into circulation totals. Note: Recorded Books' investor, KKR, announced its plan to acquire Overdrive. All of Brookfield's RBdigital audio and eBooks were moved to Overdrive on September 14, 2020. These items are now available for check out in Overdrive by Brookfield owned patrons only. No additional titles will be added to this collection. Due to the merger, we will be unable to get RBdigital circulation counts going forward.

Programs: The adult department hosted two virtual book club sessions. There was also an in-person Digital Downloads class, which was attended by seven people. The presenters canceled the genealogy program which had been scheduled for the end of the month. Several story times were posted online, and a Grab and Go craft was available. We also held our last Book Trivia event.

#### Acknowledgement of Donations Received

The Tonawanda Elementary School staff donated \$30 in honor of Ms. Ellen Kay Donaghy.

#### Staff Update

Tracy Plotz started as a technician on January 25<sup>th</sup>. Laura Schulz will fill a technician position starting February 15<sup>th</sup>. There is one vacancy remaining and we will conduct a recruitment for a fresh eligibility list.

#### Facilities Maintenance Update

At this time, there are no major facility concerns. The City Facilities Supervisor is addressing custodial service staffing issues.

#### ***Motion by Courtright, second by Benning to approve the Librarian's Report. Motion carried unanimously.***

6. Friends of the Library – President Barb Stein submitted a written report. The Friends have 97 members and renewal notices will be going out within the next month. The board approved a request from the Library to provide tote bags for STEM activity kits should the IEEE grant be approved in March. Before COVID-19 restrictions, the Friends sponsored one Read It and Eat, monthly drawing baskets, and decorated Christmas trees. Upcoming events include the Train Fest and staff recognition for National Library Week in April. Planning for the fall book sale has begun.
7. Unfinished Business
  - a) COVID-19 Library phase-in, face-covering requirement – The City Council ordinance for face coverings includes the Library. There are no changes required to our operations at this time.
8. New Business
  - a) 2020 Library State Report

#### ***Motion by Buechel, second by Fox to approve the 2020 State Report. Motion carried unanimously.***

9. Adjournment

#### ***Motion by Benning, second by Wentz to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:38 pm.***

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