



MINUTES OF AN OFFICIAL MEETING:

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

Date and Time: Wednesday, March 8, 2023 at 6:15 pm

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

Members Present: Ald. Scott Berg, Sheila Buechel, Margaret Courtright, Jeanmarie Deuster, Jim Heinrich (arrived 6:25pm), Susan Schweda, Beverly Wentz

Members Absent: Stanley Fox

Others Present: Cathy Tuttrup, Director of Library Services; James Zwerlein, Director of Human Resources (6:20-7:15pm)

1. Roll Call

President Courtright noted a quorum present and called the meeting to order at 6:15 pm.

2. Announcements

The next regularly scheduled meeting will be April 12, 2023.

3. Minutes of the February 8, 2023 meeting

Motion by Buechel, second by Deuster to approve the minutes of the February 8, 2023 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

February 2023 - Operating Statistics

Rolling twelve*	3/21-2/22	3/22-2/23	% Change
Total Circulation	563,452	542,983	-3.63%
Resident	439,504	427,833	-2.66%
Crossover	85,494	78,022	-8.74%
Nonresident	38,454	37,128	-3.45%
	<u>2022</u>	<u>2023</u>	<u>% Change</u>
Total Circulation (February)	42,070	41,342	-1.73%
Resident	32,012	32,351	1.06%
Crossover	7,161	6,125	-14.47%
Nonresident	2,897	2,866	-1.07%
User Visits	14,434	14,659	1.56%
Adult			
# Programs	16	15	-6.25%
Attendance	158	150	-5.06%
Children			
# Programs	32	42	31.25%
Attendance	795	1,053	32.45%

*Rolling twelve does not include digital circulation.

Programming:

Both departments were affected by the weather this month as we closed at 1:00pm on two days and the weather in the morning was not good either.

In the Children's Department we offered a number of special programs this month: Sensory Storytime; Stuffed Animal Sleepover; STEAM Kits; Pokemon Phenomenon, and a Bright Star Theater presentation on Black History. We also had a popular I-Spy at the beginning of the month. We held our normal slate of storytimes, Playgroup, Lego Club and Craft Saturday.

In the Adult Department we offered Read it and Eat, sponsored by the Friends of the Library and a Bingo night for adults. We also held our regular book clubs and had more attendees join us via OWL. In addition, At Knit's End, Sew Amazing, the Writer's Circle, Dungeons and Dragons and Digital Downloads had meetings.

Acknowledgement of Donations Received

The Friends of the Library donated \$800.00 for the maintenance of the aquarium.

Staff Update

No changes in staffing since the last meeting.

Facilities Update

We received permission from facilities to start using the Children's New Book Display shelves that have been empty because of a leak. The ceiling has not leaked for a while, so we are displaying books there again.

RFID Update

The DVDs that were sent to Envisionware for testing have arrived in Germany. Their initial analysis did not tell them much, so they contacted us to see if they could remove the tags from the items for further testing. We gave them permission to do so.

Motion by Buechel, second by Schweda to approve the Librarian's Report. Motion carried unanimously.

6. Friends of the Library – email from Barb Stein shared
7. Unfinished Business
 - a. Library Courtyard-plaques will be installed. Board will check on potential dates for celebration.
 - b. Adult Adjustable Changing Table-no action taken
 - c. Open manager position. Discussion with James Zwerlein about organizational design and hiring process.

Motion by Buechel, second by Deuster to approve new organizational design. Motion carried with Courtright opposed and Wentz abstaining.

8. New Business
 - a. 2022 State Report review - discussion

9. Adjournment

***Motion by Heinrich, second by Schweda to adjourn the meeting. Motion carried unanimously.
Meeting adjourned at 8:02 pm.***

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