



## MINUTES OF AN OFFICIAL MEETING:

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

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

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

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

Absent: Stanley Fox, Susan Schweda

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

### 1. Roll Call

Vice-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 April 13, 2022 (in the Board Room)

### 3. Minutes of the February 9, 2022 meeting

***Motion by Benning, second by Deuster to approve the minutes of the February 9, 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

#### February 2022 - Operating Statistics

Rolling twelve*	<u>3/20-2/21</u>	<u>3/21-2/22</u>	<u>% Change</u>
Total Circulation	502,718	563,452	12.08%
Resident	395,348	439,504	11.17%
Crossover	75,994	85,494	12.50%
Nonresident	31,376	38,454	22.56%
	<u>2021</u>	<u>2022</u>	<u>% Change</u>
Total Circulation (February)	48,567	42,070	-13.38%
Resident	37,399	32,012	-14.40%
Crossover	7,950	7,161	-9.92%
Nonresident	3,218	2,897	-9.98%
Adult			
# Programs	9	16	77.78%
Attendance	88	158	79.55%

Children	# Programs	14	32	128.57%
	Attendance	484	795	64.26%

\*Rolling twelve does not include digital circulation.

Programming: regular adult programs were held, and attendance at in-person book clubs was strong. We hosted programs on Emotionality, and had a return performance of Harps and Stories. Attendees at the Wild Plum Memory Café painted bird houses and made bird feeders. Local author Lois Patton continued with the Writers’ Circle. A full schedule of in-person storytimes were provided for children. We were unable to post any virtual storytimes due to problems with the website. Two special programs were held: Happy Hearts Bingo, and STEAM Build It. In-person craft project attendance was very high this month.

Acknowledgement of Donations Received

A \$25 donation was received from the Heritage Garden Club in recognition of their Celebration of Gardens and Nature through Literature program.

Staff Update

The part-time technician recruitment yielded 24 applicants. We will discuss strategies for filling the vacancies to better accommodate the staffing needs of the Library. The option to convert some of the vacancies to full-time positions was discussed and is supported by the Human Resources Director, and it can be done this year while still staying within the positions ordinance FTE number.

Facilities Update

The light fixtures in the director’s office and the board room were updated. There are no other building issues at this time.

Internal Annual Report

The internal annual report will be ready for distribution at the meeting.

***Motion by Buechel, second by Wentz to approve the Librarian’s Report. Motion carried unanimously.***

- 6. Friends of the Library – Barb Stein announced that renewal letters were sent. The annual meeting and election will take place April 25. The Senior Center was reserved for the book sale, September 15 - 18. A chairperson is still needed. The Friends’ are providing treats to Library staff during National Library Week (April 3-9).
- 7. Unfinished Business
- 8. New Business
  - a) Pandemic status – Library signage and response – the COVID numbers for the City were noted as well as the CDC recommendations for masking.

***Motion by Buechel, second by Ald. Blackburn to remove signage from the doors regarding mask recommendations, and to keep the plexi-glass shields at public workstations in place. Motion carried unanimously.***

- b) RFID vendor selection – the Board discussed the proposals and information from Bibliotheca and Envisionware in terms of cost, functionality, service, responsiveness, availability of equipment. Also taken into consideration was the experience of other libraries. It was decided that both Bibliotheca and Envisionware were comparable in most areas except cost

(Bibliotheca is significantly higher in cost) and service (Envisionware has 24/7 talk to a person troubleshooting and service; as well as warehousing equipment in the US).

***Motion by Heinrich, second by Ald. Blackburn to accept the proposal of Envisionware as our RFID vendor. Motion carried unanimously.***

- c) Library Technician position hours – discussion was held on the long-standing difficulties filling and keeping part-time technician positions, as well as the impact of those vacancies on workflow efficiency and training. Director Schaefer has consulted with Human Resources Director Jim Zwerlein. We propose converting the hours from two part-time vacancies to make three current part-time technician positions full-time. We would then fill one part-time position from our current recruitment instead of three. This results in better staffing coverage without increasing the number of positions available to the Library in the positions ordinance.

***Motion by Buechel, second by Ald. Blackburn to implement the technician position hours recommendation as discussed. Motion carried unanimously.***

9. Adjournment

***Motion by Benning, second by Deuster to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:53 pm.***

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