



**MINUTES OF AN OFFICIAL MEETING:**

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

Date and Time: Wednesday, March 10, 2021 at 7:00 pm

Location: City Hall, Common Council Chambers, 2000 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; Barb Stein, Friends' President

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 April 14, 2021.

3. Minutes of the February 10, 2021 meeting

***Motion by Heinrich, second by Buechel to approve the minutes of the February 10, 2021 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 2021 - Operating Statistics

Rolling twelve*		3/19-2/20	3/20-2/21	% Change
Total Circulation		643,326	502,718	-21.86%
	Resident	504,333	395,348	-21.61%
	Crossover	96,395	75,994	-21.16%
	Nonresident	42,598	31,376	-26.34%
		<u>2020</u>	<u>2021</u>	<u>% Change</u>
Total Circulation (February)		49,853	48,567	-2.58%
	Resident	38,854	37,399	-3.74%
	Crossover	7,644	7,950	4.00%
	Nonresident	3,355	3,218	-4.08%
Adult	# Programs	22	9	-59.09%
	Attendance	305	88	-71.15%
Children	# Programs	36	14	-61.11%
	Attendance	1,056	484	-54.17%

\*Rolling twelve does not include digital circulation.

Programs: a number of virtual programs were hosted in February including the very popular CT Kruger's presentation on The Camera in Your Smartphone. Virtual book clubs were held as well. In the children's department we posted online story times. This month there were several families that stayed in the Library to make their craft project instead of picking up the Grab'N'Go kits. The extreme cold and snowfall affected both attendance and circulation.

#### Acknowledgement of Donations Received

The Manganaro family donated \$50.00.

#### Staff update

Diane Scott will be starting as a part-time technician on Monday, March 15. We are recruiting for the remaining vacancy and expect to fill it by the end of March.

#### Facilities Maintenance Update

All light fixtures in the staff corridor have been replaced. Replacement bulbs for the original fixtures were no longer available. Facilities staff continue to address upgrades throughout the building.

#### March User Survey

Per the 2019-2021 Goals and Objectives, we are conducting user surveys this year. Through the month of March, the survey is available online as well at Library service desks. The survey will be repeated in June and September.

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

#### 6. Friends of the Library – President Barb Stein

The board approved a request from the Library to provide tote bags for STEM activity kits should the IEEE grant be approved in March. Upcoming events include the September Book Sale, staff recognition for National Library Week in April. The Friends' will host the Ice Cream Social in August, the Festival of Trains, and fall Read It & Eat. The annual meeting is scheduled for April 26.

#### 7. Unfinished Business

a) COVID-19 Library phase-in, face-covering requirement – there are no changes required to our operations at this time. We will revisit safe practices at the April board meeting based on CDC and Waukesha County Health Department information as more people are vaccinated.

#### 8. New Business

a) 2020 Annual report – brief discussion was held on the in-house annual report which summarizes Library activities in 2020.

#### 9. Adjournment

***Motion by Courtright, second by Benning to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:41 pm.***

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