



MINUTES OF A REGULARLY SCHEDULED MEETING OF THE LIBRARY BOARD OF TRUSTEES HELD ON Wednesday March 11, 2020 IN THE BOARD ROOM AT THE LIBRARY, 1900 NORTH CALHOUN ROAD, BROOKFIELD, WISCONSIN 53005

Sheila Buechel, President presiding.

7 MEMBERS PRESENT: Kay Benning, Ald. Chris Blackburn, Richard Brandt, Sheila Buechel, Margaret Courtright, Susan Schweda, Beverly Wentz

2 MEMBER ABSENT: Stanley Fox, Jim Heinrich

OTHERS PRESENT: Edell Schaefer, Director of Library Services; Cathy Tuttrup, Public Services Manager; Jane Maro, Friends' President

1. President Buechel noted a quorum present and called the meeting of the Library Board of Trustees to order at 7:00 pm.
2. Announcements
 - a. The next meeting will be April 8, 2020 @ 7:00 p.m.
3. Minutes of the February 12, 2020 Meeting
There was a correction to the last two sentences of item 7C to read: "If there is not a cost to conduct such a study, Edell will pursue doing one. If there is a cost to doing such an assessment, the Library Board will revisit the cost at their next meeting.

Motion by Brandt, seconded by Ald. Blackburn to approve the minutes of the February 12, 2020 meeting of the Library Board of Trustees as corrected. Motion carried unanimously.

4. Financial Report
 - a. Monthly reports and expenditures
As part of the review, Wentz asked about precautionary measures in response to the coronavirus pandemic and where funding would be applied. It was noted that these measures are being taken through the City Facilities Department under the direction of the City's emergency preparedness plan. Any expenditures would appear under the Materials and Supplies (524) account.

Motion by Wentz, seconded by Schweda to approve the financial report and expenditures. Motion carried unanimously.

5. Librarian's Report:

February 2020 - Operating Statistics

Rolling twelve*	<u>3/18-2/19</u>	<u>3/19-2/20</u>	<u>% Change</u>
Total Circulation	643,499	643,326	-0.03%
Resident	503,563	504,333	0.15%
Crossover	96,874	96,395	-0.49%
Nonresident	43,062	42,598	-1.08%

	<u>2019</u>	<u>2020</u>	<u>% Change</u>
Total Circulation (February)	49,874	50,016	0.28%
Resident	38,385	38,854	1.22%
Crossover	7,898	7,644	-3.22%
Nonresident	3,449	3,355	-2.73%
RBdigital (eaudio)**	142	163	14.79%
Adult			
# Programs	19	22	15.79%
Attendance	172	305	77.33%
Children			
# Programs	37	36	-2.70%
Attendance	1,053	1,056	0.28%

*Rolling twelve does not include digital circulation.

**New January 2015. Incorporating digital formats into circulation totals.

Adult programs: celebrating the 60s continued with a showing of the film “Lawrence of Arabia,” a visit from Gertrude Bell (the Desert Queen), a presentation by historian Stephen Hauser (Milwaukee in the 50s), a demonstration on digitizing old family photos by C.T. Krueger, soap making, and a discussion of the bestseller “The Library Book.” We also hosted several health-related programs which included hearing screening, advanced directives, and heart health.

Children’s programs: all of the regular story times, Lego club, crafts and playgroups were held. Special programs included a Leap Day party, and “Bug in a Rug” theater. To celebrate the 60s the original Jungle Book movie was shown at Family Flicks.

Acknowledgement of Donations Received

We received \$1,000.00 from the newly opened Landmark Credit Union on Bluemound Road in recognition of the Library’s service to the community.

Staff update

The full-time technician vacancy will be filled by part-time technician Sermeng Tay-Konkol beginning March 23rd. We have extended offers of employment to three candidates for part-time positions and are in the process of checking references and doing background checks.

Facilities Maintenance Update

Replacement of lighting with new LED bulbs continues throughout the building. We’re still waiting for details on replacement carpeting in the Community Room and behind the circulation desk. New children’s furniture will arrive on March 19th. We are working out the details for the signage. I met with Kate Venturini (BSI, Inc.) and Andrew Vawter (MPS, LCC – formerly Speech Privacy Systems). Andrew will be preparing some options for addressing acoustic control. There will be other companies providing options as well. The timeline is to have options/proposals for Board consideration by the June meeting, for consideration/action in August (budget meeting) or no later than September.

Public Library Association Conference Report

The PLA Conference in Nashville was a fruitful experience both in terms of programs offered, and the exhibit hall offerings. As mentioned last month, my main objective was to scout out new or creative offerings particularly for children and families. I am most grateful for this exposure to see what libraries outside of southeastern Wisconsin, and the state itself, do in areas of programs, services, advocacy, outreach, and management. Program highlights included: Library Outreach Re-imagined; Whole-family Learning with NASA Science Programming; Part Playground, Part Laboratory – Building New Ideas at Your Library; and my personal favorite – Environmental

Literacy for Children and Families. We will be exploring the viability of READSquared, Creativebug, Tutor.com, AWE, and STEM Education Works. SenSource appears to have an option to replace our current people-counter (broken beam technology) with a solution that detects and counts patrons with an overhead sensor system. SenSource also provides data and analytics reports through its software package. SenSource is located in Youngstown, Ohio and has installations throughout the country, including large library systems such as the San Francisco Public Library. Initial and ongoing costs would be determined after completing facility assessment for the entrance area. Our entrance is problematic for easy installation, but they are currently working on a wireless product. Finally, SchoolLife provides “brag tags”

Hoopla Launch

On April 1st, Bridges Library System will launch a trial of “Hoopla” media services. This limited-time trial will offer patrons 4 media downloads a month per cardholder. Users will have access to all available media on “Hoopla” including eBooks, digital audiobooks, movies, music, comic books, and TV shows. Bridges LS will coordinate and implement a marketing campaign designed to inform the public and encourage them to use the new service. The goal of the trial is to gather data to determine initial local usage for future budgeting and purchasing decisions. The goal of the marketing campaign is to create awareness of the new product and inform the public how to use it.

Motion by Ald. Blackburn, seconded by Brandt to approve the Librarian’s Report. Motion carried unanimously.

6. Friends of the Library: Maro reported that the Train Fest will take place on March 26th from 9-5 at the Library. The membership brochure has been redesigned and renewals were mailed out. The annual meeting will take place on April 27th and an amendment to the by-laws will be presented changing the fiscal year. The book sale is scheduled for September 17-20. Help is needed, especially for lifting and transporting boxes. Jane Maro will be retiring as president, but will continue for another year as chair of the book sale. Jane was thanked for her service to the Friends.

7. Unfinished Business

- a. Adjustable height table (children’s)

Discussion was held on the need for such a table and possible sources for the funding.

Motion by Brandt, seconded by Benning to purchase the proposed table at a complete cost of \$1,017.95. Yay votes: Benning, Ald. Blackburn, Brandt, Buechel, Wentz; Nay votes: Courtright, Schweda. Motion carried.

Discussion was held on the sources for funding. In light of the recent donation of \$1,000 from Landmark Credit Union, it was the consensus of the Board that Gifts and Memorials would be the appropriate account to make the expenditure from.

Motion by Benning, seconded by Schweda to purchase the table from the Gifts and Memorials fund. Motion carried unanimously.

- b. Acoustic solutions

We are in the preliminary stages of securing assessments and options from at least two potential providers. Our target timeframe for Board consideration is August – September.

8. New Business

- a. 2019 Allowable Cost Worksheet

Motion by Ald. Blackburn, seconded by Wentz to accept the 2019 Allowable Cost Worksheet as presented. Motion carried unanimously.

b. Institute of Museum & Library Services funding support

The IMLS provides needed funding to local library systems and libraries. In Wisconsin this included LSTA Grant funding as well as financial support for resource sharing, statewide technology, and public library development support. IMLS is funded through the Federal government and significant cuts to the budget are currently recommended by the Administration. People are urged to contact their legislators and to advocate for full funding to these critical programs. Wentz noted her displeasure at the IMLS website which was overlain with a pointedly critical statement of the current administration. It was suggested that those concerns should be made known to IMLS.

c. Policy review – Library Values I-6

Motion by Brandt, seconded by Courtright to approve Library Values I-6 as currently written. Motion carried unanimously.

d. Policy review – Funding II-7

Motion by Ald. Blackburn, seconded by Brandt to approve the Funding II-7 policy as currently written. Motion carried unanimously.

e. Policy review – Volunteers and Support Groups II-11

Motion by Courtright, seconded by Schweda to approve the Volunteers and Support Groups II-11 policy with the addition of: “A background check may be required.” to the fourth paragraph. Motion carried unanimously.

f. July 4th Parade participation

Discussion was held on possible participation in this year’s July 4th parade. The application is due on this Friday. Benning offered to coordinate participation with involvement of Library Board members, interested staff, and students in the school district.

Motion by Wentz, seconded by Brandt that the Library Board participate in the July 4th parade. Motion carried unanimously.

9. Adjourn

Motion by Schweda, seconded by Wentz to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:21 pm.

Minutes respectfully submitted by Edell Schaefer, Director of Library Services