



MINUTES OF AN OFFICIAL MEETING:

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

Date and Time: Wednesday, May 11, 2022 at 7:00 pm

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

Members Present: Kay Benning, Ald. Scott Berg, Sheila Buechel, Margaret Courtright, Jeanmarie Deuster, Stanley Fox, Jim Heinrich, 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. Ald. Scott Berg, our new City Council liaison, was welcomed and introductions were made.

2. Announcements

The next regularly scheduled meeting will be June 8, 2022.

3. Minutes of the April 13, 2022 meeting

Motion by Wentz, second by Buechel to approve the minutes of the April 13, 2022 meeting of the Library Board of Trustees. Motion carried unanimously.

4. Financial Report and expenditures

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

5. Librarian's Report

April 2022 - Operating Statistics

Rolling twelve*		<u>5/20-4/21</u>	<u>5/21-4/22</u>	<u>% Change</u>
Total Circulation		568,789	555,091	-2.41%
	Resident	446,768	432,108	-3.28%
	Crossover	86,417	84,461	-2.26%
	Nonresident	35,604	38,522	8.20%
		<u>2021</u>	<u>2022</u>	<u>% Change</u>
Total Circulation (April)		47,012	43,333	-7.83%
	Resident	36,819	33,435	-9.19%
	Crossover	7,064	6,796	-3.79%
	Nonresident	3,129	3,102	-0.86%
Adult	# Programs	9	21	133.33%
	Attendance	105	348	231.43%
Children	# Programs	15	34	126.67%
	Attendance	553	1,114	101.45%

*Rolling twelve does not include digital circulation.

Programming:

Children's Department: in-person storytimes continue to be popular. We will be taking a break from them in May as we prepare for the summer reading program. Special programs this month included Bug in a Rug theater presented by Hey Diddle Diddle, and a middle school robotics team presentation about their competition and the robot they built. A moon-gazing program was held in the courtyard on a VERY chilly night with the Geneva Lake Astrophysics and STEAM. A local author presented an environmental program about trees. Spring I-spy was very popular and many kids completed the STEAM Scene challenge.

Adult Department: special programs this month included two hybrid events: Discovery of a Masterpiece, and author Kathleen Ernst. Our first Dungeons and Dragons night got off to a great start. We continued the Presidents' series with a visit from Teddy Roosevelt. Other programs included Medicare, a session on Home Improvement Contracts, and Mind Games (a program about the human brain). The Friends hosted a Puzzle Day.

Acknowledgement of Donations Received

Michelle Kurth, a representative from Bank 5/9, came to the Friday storytime and gave us \$125 in pre-selected books on kindness and friendship as part of their Random Acts of Kindness initiative.

Staff update

We continue to interview for part-time technicians. Mary Lofy will start in early June. Two positions remain to be filled.

Facilities Update

We haven't experienced any heating/cooling issues in the past month. Custodial staff dealt with 2 weeks of vandalism in the public men's restroom. We are waiting on replacement filters for the drinking fountains, and can-light bulb replacement in several areas. Maintenance and custodial staff continue to address repairs and daily cleaning promptly.

RFID Update

Envisionware has provided training to Bridges' staff for the set-up and installation of the tagging software and pads. On Wednesday, May 4 Shawn Carlson (Bridges), Mike Clarke (Brookfield IT), and Sue Brown (Technical Services Manager) will set-up the five tagging pads that are part of Phase One. Initially we will have one tagging station in the circulation workroom, and four in Technical Services. Several staff members will begin tagging as soon as their training is complete.

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

6. Friends of the Library – President Barb Stein mentioned that the Friends are testing bi-monthly activities that have included a family puzzle day and Mother's Day craft for children. The Friends will participate in the City Fourth of July parade. A July Read It and Eat is scheduled. The Friends' Treasurer has moved out of the area and they are looking for someone to take on that responsibility. A chairperson is still needed for the September book sale. Barb is waiting to hear back from two possible volunteers.
7. New Business
 - a. Start time for regular board meetings – Benning opened discussion noting recent actions for meetings in the Elmbrook School District. Discussion was held on moving the start time from

7:00 p.m. to 6:00 or 6:30 p.m. There was no agreement on the need to make an adjustment at this time. This topic may be revisited later in the year.

- b. Waukesha County Library Services Plan 2022-2026

Motion by Buechel, second by Fox to endorse the Waukesha County Library Services Plan 2022-2026 library standards provisions. Motion carried unanimously.

- c. Policy review – Governance (II-1)

Motion by Fox, second by Benning to approve the Governance Policy. Motion carried unanimously.

- d. Policy review – Administration (II-3)

Motion by Wentz, second by Benning to rescind this policy. Motion carried unanimously.

- e. Policy review – Appropriate Behavior (III-1) – Benning questioned the supervision provision for children ages 6-10 and suggested lowering it to children ages 6-8. Discussion was held. Given that the policy draft was reviewed by the City Attorney, Director Schaefer will contact the City Attorney for clarification. Heinrich suggested that vaping be added to the inappropriate behavior section. This policy will be revisited at the June 8 Board meeting.

8. Adjournment

Motion by Wentz, second by Heinrich to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:03 pm.

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