



## MINUTES OF AN OFFICIAL MEETING:

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

Date and Time: Wednesday, May 12, 2021 at 7:00 pm

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

Members Present: Kay Benning\*, Ald. Chris Blackburn, Sheila Buechel, Jeanmarie Deuster, Stanley Fox, Jim Heinrich, Susan Schweda, Beverly Wentz

Members Absent: Margaret Courtright

Others Present: 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 June 9, 2021 (Library, Community Room)

### 3. Minutes of the April 14, 2021 meeting

***Motion by Buechel, second by Wentz to approve the minutes of the April 14, 2021 meeting of the Library Board of Trustees as corrected. Motion carried unanimously.***

### 4. Financial Report and expenditures (\*Benning arrived at 7:10pm)

***Motion by Heinrich, second by Ald. Blackburn to approve the financial report and expenditures. Motion carried unanimously.***

### 5. Librarian's Report

#### April 2021 - Operating Statistics

Rolling twelve*	5/19-4/20	5/20-4/21	% Change
Total Circulation	571,142	568,789	-0.41%
Resident	448,365	446,768	-0.36%
Crossover	85,020	86,417	1.64%
Nonresident	37,757	35,604	-5.70%
	<u>2020</u>	<u>2021</u>	<u>% Change</u>
Total Circulation (April)	2,242	47,012	1996.88%
Resident	1,883	36,819	1855.34%
Crossover	251	7,064	2714.34%
Nonresident	108	3,129	2797.22%

Adult	# Programs	1 (c)	9	800.00%
	Attendance	20	105	425.00%
Children	# Programs	12 (c)	15	25.00%
	Attendance	1,249	553	-55.72%

\*Rolling twelve does not include digital circulation.

(c) online programs

Programming: The children's department continued to post online story times and provide grab-and-go crafts. We also hosted an in-person Build a Book Buddy program the required pre-registration and filled quickly. Virtual book clubs were hosted for adults. We collaborated with eight other libraries to provide a virtual Melinda Myers gardening program. We filled an in-person rock painting program.

#### Acknowledgement of Donations Received

A number of yearbooks from Brookfield East were added to our collection, donated by Bob Hunt. Molly Seidl donated \$100.00.

#### Staff update

Part-time technician Tracy Plock submitted her resignation. Technician Taylor Van Mullem started on April 26. A new recruitment was started and applications will close on May 23. We have two part-time technician positions open.

#### Facilities Update

No updates at this time.

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

6. Friends of the Library – President Barb Stein reported that the Friends held their annual meeting in April and were able to update their by-laws. They currently have 55 members and 29 lifetime members. Three new board members joined their group and they have approximately \$22,500 in funds available.

7. Unfinished Business

a) COVID-19 Library phase-in – It was noted that the Library is covered by the City ordinance requiring face coverings in City buildings until June 30, 2021. Therefore, nothing needs to be done at this time. We will revisit COVID-19 protocols at the June board meeting.

8. New Business

a) Policy review – Circulation III-4 (loan and hold limits)

***Motion by Buechel, second by Benning that Circulation III-4 be updated to a) 250 items per card limit, and b) 100 holds limit per patron account. Motion carried unanimously.***

b) 2022-2024 Library Goals and Objectives – initial ideas were shared. The board will discuss again at the June meeting.

9. Adjournment

***Motion by Heinrich, second by Wentz to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:00 pm.***

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