



# MINUTES OF AN OFFICIAL MEETING:

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

Date and Time: Wednesday, June 8, 2022 at 7:00 pm

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

Members Present: Kay Benning, Ald. Scott Berg, Margaret Courtright, Jeanmarie Deuster, Stanley Fox, Jim Heinrich, Susan Schweda, Beverly Wentz

Members Absent: Sheila Buechel

Others Present: Edell Schaefer, Director of Library Services; Cathy Tuttrup, Public Services Manager; Jenna Merten, Brookfield City Attorney

## 1. Roll Call

President Schweda noted a quorum present and called the meeting to order at 7:00 pm. Jenna Merten, Brookfield City Attorney, was welcomed and introductions were made.

## 2. Announcements

The next regularly scheduled meeting will be August 3, 2022 at 6:30 p.m. in the Library Community Room. Note early start time and location. The 2023 Library Budget proposal will be on the agenda.

## 3. Minutes of the May 11, 2022 meeting

***Motion by Heinrich, second by Benning to approve the minutes of the May 11, 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

### May 2022 - Operating Statistics

Rolling twelve*	<u>6/20-5/21</u>	<u>6/21-5/22</u>	<u>% Change</u>
Total Circulation	598,993	553,170	-7.65%
Resident	469,435	430,491	-8.30%
Crossover	91,819	83,857	-8.67%
Nonresident	37,739	38,822	2.87%
	<u>2021</u>	<u>2022</u>	<u>% Change</u>
Total Circulation (May)	42,882	40,961	-4.48%
Resident	33,094	31,477	-4.89%
Crossover	6,922	6,318	-8.73%
Nonresident	2,866	3,166	10.47%
User Visits	14,503	15,184	4.70%

Adult	# Programs	14	23	64.29%
	Attendance	168	476	183.33%
Children	# Programs	6	13	116.67%
	Attendance	256	362	41.41%

\*Rolling twelve does not include digital circulation.

Programs – the Children’s department finished spring storytime. A popular STEAM-themed Mad Lab was hosted on a no-school day. Kohls Wild Theater presented a show, and the Friends of the Library hosted a special Mother’s Day craft event.

A wide variety of well-attended programs were held for adults. Some of the offerings included – Monet, Rock Painting, Where are All the Aliens, Container Gardening, Athas (Irish music), Kilbourn Know, The Domes, Abraham Lincoln, and The Old Soldiers Home. These were in addition to regular book clubs, Internet Resources and Digital Downloads.

Tweens were treated to the first of a three-part series on art taught by a teen from Brookfield East. The monthly Dungeons and Dragons game was at capacity.

The summer reading program starts June 6<sup>th</sup> and runs through August 13<sup>th</sup>. There will be reading programs for children, teens and adults. Beanstack will be used again this year to track reading progress. Children in the Elmbrook schools will be able to link their school Beanstack account to the Library account. There is a full schedule of special in-person performers this year – balloon artists, magicians, storytellers, musicians, theatrical performers and more!

Acknowledgement of donations received – The Literary Ladies donated \$115 in memory of Karyl A. Preston for the purchase of a book club kit (“Fresh Water for Flowers”).

Staff update – technician Mary Lofy starts June 6<sup>th</sup>. We offered a technician position to another individual and she would start at the end of June. One position remains open and interviews will be scheduled soon. Three part-time technicians will begin full-time the week of June 6<sup>th</sup>.

Facilities update – sway braces on all of the 84” shelving have been check and tightened as needed. We are still waiting on the replacement of filters in the bubblers, as well as replacement of the can lights with LED bulbs.

RFID update - There are two parts to tagging each item for RFID. First is to link a RFID tag to the barcode of an item and attach the tag to the material. The second is to inventory the item in Polaris by using the RFID pad. This step allows staff to check that the tag is correctly linked to the material, and provides a date staff created item record. Reports will be run to find any items that were missed during the process. The Library has five RFID tagging stations.

Training began in the afternoon on Tuesday, May 21. So far, 19 staff members have been trained. A daily tagging schedule will be developed once all staff are trained.

Tagging started in the adult non-fiction collection. As of 6/8/22, materials in 000 – 340 range have been tagged. Items returned from circulation are not re-shelved until they are tagged. Each tagged item receives a black dot on the top the book or AV spine label as a visual reminder that the item has been tagged. Technical Services Manager, Sue Brown, is the lead person overseeing this project.

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

6. Friends of the Library – the Friends’ sponsored Father’s Day activity will take place this Saturday. The Friends will provide a book basket drawing in August for Book Lover’s Day. This is similar to the gift basket drawing that they sponsored during the Library’s 60<sup>th</sup> anniversary celebration. Christine Birt has volunteered to chair the annual book sale. Barb Stein, Rosemarie Wegner, Director Schaefer, and Christine Birt met to review all the details involved with running the book sale. A thank you was extended to Kay Benning for recommending Christine.

7. Unfinished Business

- a. Policy review – Appropriate Behavior (III-1) – discussion continued from last month regarding the supervision provision for children ages 6-10 as stated in the policy draft. Discussion centered on concern for the safety of children, encouraging children to go to the library, and situations where children might be dropped off with no parent or caregiver present should the child need them. It was noted that vaping was added as a prohibited activity. The provision that library materials not be taken into restroom was stricken.

***Motion by Deuster, second by Fox to approve the policy as presented and adjusted with the clarification that “Children ages 6 through 9 shall be accompanied and supervised by a parent or a caregiver while at the library.” Motion carried: 7 yay (Ald. Berg, Courtright, Deuster, Fox, Heinrich, Schweda, Wentz; and 1 nay (Benning).***

8. New Business

- a. President appoints nominating committee – President Schweda appointed Jim Heinrich and Margaret Courtright to join her on the nominating committee. A slate of proposed officers will be presented at the August board meeting.
- b. Policy review – Materials Selection Policy (IV-1)
  - i. Collection Development Policy (new)

***Motion by Benning, second by Deuster to approve the new Collection Development Policy. Motion carried unanimously.***

***Motion by Heinrich, second by Courtright to rescind Materials Selection Policy (IV-1) which is replaced by the new Collection Development Policy. Motion carried unanimously.***

- ii. Reconsideration of Library Materials Policy (update) – discussion was held with clarifications provided by City Attorney Merten.

***Motion by Wentz, second by Fox to approve the updated Reconsideration of Library Materials Policy. Motion carried unanimously.***

- iii. Request for Reconsideration Form (update)

***Motion by Heinrich, second by Courtright to approve the updated Request for Reconsideration Form. Motion carried unanimously.***

9. Adjournment

***Motion by Benning, second by Wentz to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:10 pm.***

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