



MINUTES OF AN OFFICIAL MEETING:

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

Date and Time: Wednesday, June 9, 2021 at 7:00 pm

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

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

Members Absent: Sheila Buechel

Others Present: Edell Schaefer, Director; Cathy Tuttrup, Public Services Manager; Barb Stein, Friends' President; Audrey Murray, City Resident guest

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 August 4, 2021 (Library Board Room)

3. Minutes of the May 12, 2021 meeting

Motion by Deuster, second by Wentz to approve the minutes of the May 12, 2021 meeting of the Library Board of Trustees as corrected. 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

May 2021 - Operating Statistics

Rolling twelve*	<u>6/19-5/20</u>	<u>6/20-5/21</u>	<u>% Change</u>
Total Circulation	536,131	598,993	11.73%
Resident	421,602	469,435	11.35%
Crossover	79,244	91,819	15.87%
Nonresident	35,285	37,739	6.95%
	<u>2020</u>	<u>2021</u>	<u>% Change</u>
Total Circulation (May)	12,678	42,882	238.24%
Resident	10,427	33,094	217.39%
Crossover	1,520	6,922	355.39%
Nonresident	731	2,866	292.07%

Adult	# Programs	1	14	1300.00%
	Attendance	14	168	1100.00%
Children	# Programs	17	6	-64.71%
	Attendance	1,279	256	-79.98%

*Rolling twelve does not include digital circulation.

Programming:

Children’s took a short programming break in May while the librarians prepared for a more traditional summer reading program this year. We hosted limited storytimes and one special program – Canvas Creations. During the program children painted along in-person with an instructor who presented via Zoom. “We’re back!” was said many times in adult programming. In-person programs were well received and well attended. People wore masks and thanked us for offering them the opportunity to safely get back out among people. We hosted programs about Star Wars, Attracting Birds to Your Garden, a President Lincoln re-enactor, Art of the 1970s, and a presentation on the Notre Dame Cathedral in Paris. In addition, we held two sessions of our Zoom book club. Next month, all six book clubs will return to in-person meetings and we will have one Zoom session. Adults, teens and children will have an opportunity to participate in the Tales and Tails summer reading program, using Beanstack to track reading progress and to earn prizes. Looking forward to next fall, we will be working with the Library’s Memory Project on the StoryCorps project, and in the spring we will be hosting two different school art shows – one from Brookfield Academy and one from Brookfield Central/East.

Acknowledgement of Donations Received - none

Staff update

Part-time Technician Kellie Nimphius has resigned to take a position with the Milwaukee Public Library. We have begun a new recruitment for the three part-time technician vacancies, and are reviewing over 30 applications.

Facilities Update

The damaged wall by the children’s courtyard entry has been repaired.

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

6. Friends of the Library – President Barb Stein reported that the Friends have a new treasurer. Membership is currently at 89 (including 29 lifetime members). Additional board members are being recruited. The Friends are considering developing goals and objectives, and are exploring other fundraising projects. Donations for the book sale are coming in, including a large estate donation of history and biography books in mint condition.
7. Unfinished Business
 - a) COVID-19 Library phase-in – extensive discussion was held regarding face coverings. The CDC announced that fully vaccinated people no longer need to wear masks. The Brookfield Common Council ordinance requiring face coverings in City-managed buildings will expire on June 30 with no intent to extend that requirement.

Motion by Fox, second by Wentz that under the authority vested in the Library Board, face coverings will be recommended (rather than required) for persons who are fully vaccinated

while they are in the Library. This will take effect Friday, June 11, 2021. Motion carried unanimously.

- b) 2022-2024 Library Goals and Objectives – the revision format and revision process was described. We will be looking at this document in depth at the September, October, and November board meetings. Board members were asked to submit their comments and suggestions to Director Schaefer with a copy to Public Services Manager Tuttrup.

8. New Business

- a) Policy review – Guest Participation (II-2)

Motion by Benning, second by Ald. Blackburn that Guest Participation (II-2) would be updated to include suggestions from City Attorney Merten. (This will be more properly named “Public Comment.”) Motion carried unanimously.

- b) Waukesha County Library Standards Certification

Motion by Ald. Blackburn, second by Courtright to approve the Waukesha County Library Standards Certification. Motion carried unanimously.

- c) Request to replace 15 book trucks – Director Schaefer requested approval to replace 15 book trucks which are no longer safe or serviceable. The request is to replace them with 15 custom made book trucks that were acquired in 2017 through BSI, Inc. The proposal is for \$7,417 which would be taken from the 2021 budget funds.

Motion by Wentz, second by Deuster to approve the purchase. Motion carried unanimously.

- d) Appointment of the 2021 Library Board Nominating Committee – President Schweda has appointed Stanley Fox and Ald. Chris Blackburn to serve with her on the committee.

9. Adjournment

Motion by Heinrich, second by Wentz to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:30 pm.

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