



MINUTES OF AN OFFICIAL MEETING:

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

Date and Time: Wednesday, June 10, 2020 at 7:00 pm

Location: Brookfield Public Library, 1900 North Calhoun Road, Community Room

Members Present: President Shelia Buechel, Kay Benning, Ald. Chris Blackburn, Richard Brandt, Margaret Courtright, Stanley Fox, Jim Heinrich, Susan Schweda, Beverly Wentz

Others Present: Edell Schaefer, Director of Library Services; Cathy Tuttrup, Public Services Manager

1. Roll Call

President Buechel noted a quorum present and called the meeting to order at 7:00 pm.

2. Announcements

The Next Regularly Scheduled meeting will be determined at this meeting under New Business.

3. Minutes of the May 13, 2020 meeting

Motion by Wentz, second by Schweda to approve the minutes of the May 13, 2020 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 2020 - Operating Statistics

Rolling twelve*	<u>6/18-5/19</u>	<u>6/19-5/20</u>	<u>% Change</u>
Total Circulation	639,212	536,131	-16.13%
Resident	501,317	421,602	-15.90%
Crossover	95,530	79,244	-17.05%
Nonresident	42,365	35,285	-16.71%
	<u>2019</u>	<u>2020</u>	<u>% Change</u>
Total Circulation (May)	47,821	12,807	-73.22%
Resident	37,190	10,427	-71.96%
Crossover	7,296	1,520	-79.17%
Nonresident	3,203	731	-77.18%
RBdigital (eaudio)**	132	129	-2.27%

Adult	# Programs	19	1	-94.74%
	Attendance	1,001	14	-98.60%
Children	# Programs	25	17	-32.00%
	Attendance	2,008	1,279	-36.30%

*Rolling twelve does not include digital circulation.

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

Coronavirus COVID-19: Library closed to the public Monday, March 16. Library staff continued to work behind the scenes through Tuesday, March 24. Pursuant to Governor Evers' Emergency Order #12, the Library closed starting Wednesday, March 25 until Friday, April 24. On April 16, the State of Wisconsin Department of Health Services issued Emergency Order #28 extending Safer at Home Order through Tuesday, May 26. Public libraries were closed for all in-person services except curbside pick-up. Staff returned Monday, April 27 and Curbside pick-up started Thursday, April 30. On May 13, State Supreme Court overturned the Governor's Safer at Home order. Brookfield Library reopened Monday, June 1 with limited hours, capacity and services.

Programs: the Library was closed in May so there were no in-person programs. Librarians assisted the public in placing holds, answering reference questions on the phone, and helped with curbside pick-up service. Adult librarians hosted an online book discussion. Patrons enjoyed talking about the House of Ghosts and learning about Zoom. Children's librarians continued to record story times for babies, toddlers and families. One librarian even included her dogs! Another librarian recorded two book talks describing some of the new items we added to our collection. We also recorded a video to describe and promote the summer reading program. This video was posted to our website and distributed to the schools.

Acknowledgement of Donations Received: None

Staff update

One of the three new technicians, Daniel Orłowski, started June 1. We will stagger the start dates for the other two technicians to allow for social distance training.

Facilities Maintenance Update

Health and safety supplies have been provided, as well as additional custodial staff. On a happy note, a fawn was born in the oak courtyard on Saturday, May 23.

Public Services, curbside and other COVID-19 related activities

Although it has only been a week since we re-opened, so far the first phase of activity has gone well both from the standpoint of the public and staff. While the study rooms and public Internet stations are available, use of those has been very sporadic. Also, very few people stay in the Library to sit at tables or in lounge chairs to read or use WiFi. Curbside has dropped dramatically to an average of 12-15 appointments per day. We have limited curbside to Monday through Saturday, 10 am – noon, and 3 pm – 5 pm. Since this is a very labor intensive service, I don't anticipate continuing it beyond the June 13th advertised date. The Division for Library Services released an updated phase-in document on June 3 that we are reviewing. We will be making recommendations for the Board to act on at their next meeting. I couldn't be more proud of how staff and the public have conducted themselves through these difficult times.

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

6. Friends of the Library – the new president is Barb Stein who was unable to attend this meeting due to work. Because of COVID-19 concerns the 2020 book sale has been cancelled. The Friends will spend the year rebuilding their board and membership base.

7. Unfinished Business

a) COVID-19 and Library phase-in

The management team proposed several next-phase options for re-opening additional services. The final recommendation is to: a) resume regular hours (Monday through Thursday 9 a.m. to 9 p.m., Friday and Saturday 9 a.m. to 5 p.m., and closed on Sundays) until the School Year schedule would start on September 7; b) to re-open the study and meeting rooms and inform all meeting room users that they are strongly encouraged to follow the current Waukesha County recommendation of having no more than 100 people in a gathering while maintaining social distancing recommendation; c) Internet station use will continue to be restricted; and d) children's toy and interactive materials will remain in storage. In addition, the Library will begin to provide limited in-person programming in addition to virtual programming.

Motion by Fox, second by Schweda to accept the final recommendations to begin on June 29. Motion carried unanimously.

8. New Business

a) Select August annual meeting date

Motion by Fox, second by Wentz to hold the next meeting of the Library Board on Wednesday, August 5, 2020. Motion carried unanimously.

b) Waukesha County Library Standards certification

Motion by Ald. Blackburn, second by Benning to certify that the Brookfield Library meets Waukesha County Library Standards with the possible exception of open hours due to the COVID-19 closure. Motion carried unanimously.

c) AWE Early Literacy learning stations

Motion by Ald. Blackburn, second by Benning to purchase two early literacy workstations for the children's library from the materials account at a cost of \$6,409.00. Motion carried unanimously.

9. Adjournment

Motion by Wentz, second by Benning to adjourn the meeting at 8:38 pm. Motion carried unanimously.

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