



## MINUTES OF AN OFFICIAL MEETING:

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

Date and Time: Wednesday, September 8, 2021 at 7:00 pm

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

Members Present: Ald. Chris Blackburn, Sheila Buechel, Margaret Courtright, Stanley Fox, Jim Heinrich, Susan Schweda, Beverly Wentz

Members Absent: Kay Benning, Jeanmarie Deuster

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

### 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 October 13, 2021 (Library Board Room)

### 3. Minutes of the August 4, 2021 meeting

***Motion by Buechel, second by Ald. Blackburn to approve the minutes of the August 4, 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

#### August 2021 - Operating Statistics

Rolling twelve*	9/19-8/20	9/20-8/21	% Change
Total Circulation	497,558	606,916	21.98%
Resident	391,643	474,354	21.12%
Crossover	73,466	93,260	26.94%
Nonresident	32,449	39,302	21.12%
	<u>2020</u>	<u>2021</u>	<u>% Change</u>
Total Circulation (August)	54,267	52,779	-2.74%
Resident	43,247	41,889	-3.14%
Crossover	7,555	7,185	-4.90%
Nonresident	3,465	3,705	6.93%

Adult	# Programs	10	22	120.00%
	Attendance	187	199	6.42%
Children	# Programs	9	8	-11.11%
	Attendance	618	846	36.89%

\*Rolling twelve does not include digital circulation.

Programming: A number of well-attended in-person programs were provided: Medicare, Social Security and Taxes; two programs in the Paris series; Paint by Number; and an accordion player in the courtyard. The Loose Bead Society provided a popular bracelet-making event. We hosted two local authors, and despite one being a no-show, participants still had a good time talking about the topic. Another local author hosted a Writers' Circle for local would-be authors. Regular book clubs were very well attended. There were 236 adults registered for the Summer Reading Program, and 128 teens.

The Summer Reading Program for children wrapped up with the Ice Cream Social sponsored by the Friends of the Library. This summer we only had one in-person event, but 970 children registered for reading challenges and events virtually via Beanstack.

#### Acknowledgement of Donations Received

The Kiwanis Club of Elm Grove – Golden K gave a generous donation of \$100.00 for the purchase of children's materials.

#### Staff update

We have completed interviews for two technician vacancies and hope to have these people onboard in the next month.

#### Facilities Update

The issue with leaks from the heating/cooling system continues. This time the ceiling in children's at the courtyard exit was soaked and dripped water all over the table, windows, radiator and carpeting. Facilities cut the ceiling open and a hose was put in to catch the water in large waste bins, which need to be emptied frequently. Johnston Controls will repair the pipes once the parts arrive. There are two other areas of the Library where ceiling tiles were removed and valves need to be replaced. The construction and supply industry is such that there are long wait times for parts and service. The Library is the place to be – for the bees. We have an ongoing issue with bees getting into the fascia and soffits at the courtyard entrance. The Facilities crew has been responsive and dependable in both the daily care and maintenance of the Library as well as the unexpected emergency issues that pop up on a regular basis.

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

6. Friends of the Library – Director Schaefer reported that donations are coming in at a steady and overwhelming pace. Rosemarie Wegner, book sale chairperson, needs help with boxing and storage. Board members are encouraged to help.
7. Unfinished Business
  - a) COVID-19 Library phase-in – we will continue current practices.
  - b) 2022 – 2024 Library Goals and Objectives – Cathy Tuttrup led the discussion beginning with part one. It was decided that the Library's Vision and Mission statements should be reviewed at the October meeting for update, and inclusion in the 2022 – 2024 Goals and Objectives. We will resume discussion in October starting on page 8 of the current document with challenges and opportunities.

c) 2022 Library Budget proposal update – President Schweda and Director Schaefer met yesterday with the Finance Department staff to review the Board’s 2022 proposal. No modifications are necessary at this time. The next step is for the department directors to meet with the Finance Committee in mid-October.

8. New Business

a) 2022 Library Holiday/Closure schedule

***Motion by Buechel, second by Wentz to approve the schedule for 2022. Motion carried unanimously.***

b) 2021 Job description review – all job descriptions are reviewed by Human Resources and the various departments on a regular cycle. In addition, when there are vacancies, the specific job descriptions are reviewed prior to posting the vacancy. No substantive changes have been made to the duties, requirements, skills and abilities, or working environment.

***Motion by Courtright, second by Fox to approve the job descriptions as presented. Motion carried unanimously.***

9. Adjournment

***Motion by Buechel, second by Ald. Blackburn to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:07 pm.***

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