



MINUTES OF AN OFFICIAL MEETING:

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

Date and Time: Wednesday, September 9, 2020 at 7:00 pm

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

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

Others Present: Edell Schaefer, Director of Library Services; 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 14, 2020.

3. Minutes of the August 5, 2020 meeting (* Brandt arrived 7:08 pm)

Motion by Buechel, second by Wentz to approve the minutes of the August 5, 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

August 2020 - Operating Statistics

Rolling twelve*	<u>9/18-8/19</u>	<u>9/19-8/20</u>	<u>% Change</u>
Total Circulation	639,064	497,558	-22.14%
Resident	500,580	391,643	-21.76%
Crossover	96,154	73,466	-23.60%
Nonresident	42,330	32,449	-23.34%
	<u>2019</u>	<u>2020</u>	<u>% Change</u>
Total Circulation (August)	61,019	54,418	-10.82%
Resident	48,565	43,247	-10.95%
Crossover	8,506	7,555	-11.18%
Nonresident	3,811	3,465	-9.08%
RBdigital (eaudio)**	137	151	10.22%

Adult	# Programs	20	10	-50.00%
	Attendance	177	187	5.65%
Children	# Programs	8	9	12.50%
	Attendance	346	618	78.61%

*Rolling twelve does not include digital circulation.

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

Programs:

Children's: This year the Summer Reading Program was conducted virtually through Beanstack. One hundred teens, 776 children and 268 adults registered and participated. There were 1,001 views of our Summer Reading video on our website. Online story times continued to be popular. This fall we will post three each week – Baby Time, Toddler Tales and Family Time. We will also offer an outdoor story time in the courtyard once a week for four weeks, weather permitting. We made this decision based on a survey of our story time parents and caregivers. The Junior Adventure Club was also a popular virtual program. Virtual Theater performance – Legends was presented.

Adult: We provided successful Zoom book club meetings and will continue with Zoom through the end of the year. In addition to the daytime meetings, we will provide an evening session. Two in-person programs included 90s Trivia Night and Back to Balance programs. By far the most successful program was a concert at Civic Plaza with local band Stray Voltage. They played songs from the 90s in honor of our anniversary decade being celebrated this month. They spoke highly of the Library multiple times. It was a beautiful night and a fun concert that gave us a sense of normalcy for a while.

Benning reminded the Board that the State grant for joint library/school book discussion was moved to November 12 from 6:30 – 8:00 pm in the Community Room. Copies of the book – Enrique's Journey are being distributed at no cost. Everyone is encouraged to read and participate.

Acknowledgement of Donations Received

Staff update

Technician Jean Longenecker announced her retirement effective October 4. We are now hiring for three technician positions. A new technician will be starting this month.

Facilities Maintenance Update

We are waiting on installation dates for the acoustic panels.

Public Services, curbside and other COVID-19 related activities

We continue to operate with limitation only on the public Internet stations. People for the most part observe the mask and social distance requirement. With the beginning of school, we anticipate more student activity in the afternoon and evening, as well as activity with homeschoolers and tutors. Study rooms have been steadily used all summer.

2021 Budget Update

Board President Susan Schweda and I met with members of the Finance Department to review the 2021 Library Budget proposal. There were minimal questions. A lease for two replacement photocopiers for public use may be added. Meetings with the Finance Committee are scheduled for October 19 and 22.

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

6. Friends of the Library – President Barb Stein submitted written notification that the goal this year is to rebuild the Friends’ board. They hope to have something planned for October’s National Friends of the Library week. Due to COVID-19 concerns, the October Read It and Eat was cancelled. The book sale will be held in September 2021, and the Festival of Trains will be held in 2021 also. The bi-monthly basket drawings have been popular with Library patrons.

7. Unfinished Business

a) COVID-19 and Library phase-in – following discussion it was recommended that the Library will continue to offer full services and normal hours with the exception of limited in-person programming, and a reduction in the number of available public Internet stations.

Motion by Benning, second by Ald. Blackburn to maintain continue to offer full services and normal hours with the exception of limited in-person programming, and a reduction in the number of available public Internet stations. Motion carried unanimously.

b) COVID-19 Mask Requirement – following discussion it was recommended that the face mask requirement for the public be continued through October 15 with reevaluation at the October Library Board meeting. The director would still be empowered to make adjustments based on changing conditions or necessity.

Motion by Benning, second by Courtright to continue to require the wearing of a face covering while in the Library through October 15, 2020. The Library Board will reevaluate that requirement at their October 14 board meeting. The Library Director is empowered to make adjustments based on changing conditions or necessity. Motion carried unanimously.

8. New Business

a) Use of Social Media (III 20-21) policy revision – due to suggestions from the City Attorney to clarify provisions of the policy and to align it more clearly with the City policy, a revision was presented and discussed

Motion by Heinrich, second by Buechel to approve the revision as presented. Motion carried unanimously.

9. Adjournment

Motion by Brandt, second by Wentz to adjourn the meeting at 8:00 pm. Motion carried unanimously.

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