



## OFFICIAL NOTICE AND AGENDA

Notice is hereby given that a public meeting will be held on the date, time and location shown below. Upon attaining a quorum of members, only items listed on the agenda shown below will be considered.

[5] Members Physically Present to Meet Quorum Requirements

**Regular:**

Date & Time:

Location:

Members:

**Library Board**

Wednesday October 9, 2019 @ 7:00 pm

Brookfield Public Library

1900 N. Calhoun Rd.

Brookfield, WI 53005

Library Board Room

Kay Benning, Ald. Chris Blackburn, Richard Brandt, Sheila Buechel,

Margaret Courtright, Stanley Fox, Jim Heinrich, Susan Schweda,

Beverly Wentz

1. Roll Call
2. Announcements
  - a. The next meeting will be November 13, 2019 @ 7:00 pm
3. Minutes
  - a. September 11, 2019 minutes
4. Financial report
  - a. Monthly reports and expenditures – action item
5. Librarian's Report
  - a. September 2019 operating statistics
  - b. 3<sup>rd</sup> Quarter 2019 operating statistics
  - c. 3<sup>rd</sup> Quarter 2019 goals & objectives update
  - d. Acknowledgement of donations received
  - e. Staff update
  - f. Staff and director evaluations
  - g. Facilities update
  - h. 60<sup>th</sup> anniversary update
6. Friends of the Library – Jane Maro, President
7. Unfinished business
  - a. 2020 budget proposal update – possible action
8. New Business
  - a. Social Media presence – action item
  - b. Filming episode for Travel Channel's "The Dead Files" – action item
  - c. Policy review: Programs III-11 – action item
  - d. Policy review: Reference Services III-12-14 – action item
  - e. Policy review: Services III-15 – action item
  - f. Policy review: Public Relations III-16 – action item
  - g. Policy review: Confidentiality III-17 – action item
  - h. 2020 Staff In-service Day closure – action item
9. Adjourn

Name of Responsible Staff Person: Edell Schaefer

Department / Title: Library Director

Date/Time Notice Posted: October 4, 2019 2:00 PM

Any person who has a qualifying disability as defined by the Americans with Disability Act that requires the meetings or materials be in an accessible location or format, contact the City Clerk at (262) 782-9650 or 2000 North Calhoun Road, for accommodations. Requests for accommodations for meetings should be made at least 3 business days in advance of the meeting. Every effort will be made to arrange accommodations for all meetings.

*Note: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in this notice.*