



MINUTES OF A REGULARLY SCHEDULED MEETING OF THE  
**LIBRARY BOARD OF TRUSTEES** HELD ON Wednesday February 13,  
2019 IN THE BOARD ROOM AT THE LIBRARY, 1900 NORTH  
CALHOUN ROAD, BROOKFIELD, WISCONSIN 53005

Richard Brandt, President presiding.

8 MEMBERS PRESENT: Kay Benning, Ald. Chris Blackburn, Richard Brandt, Sheila Buechel, Helen Conlon, Margaret Courtright, Stanley Fox, Susan Schweda

1 MEMBER ABSENT: Ann Deuster Dougherty

OTHERS PRESENT: Edell Schaefer, Director of Library Services; Cathy Tuttrup, Public Services Manager; Jane Maro, Library Friends' President; Kate Venturini, BSI guest presenter, Ted Schaar, Guest presenter

1. President Brandt noted a quorum present and called the meeting of the Library Board of Trustees to order at 7:00 pm.
  - a Guest presenter Ted Schaar was introduced. Mr. Schaar is donating a 3' x 5' custom made table to the Library. The table will be made from quarter-sawn boards from an oak tree on his property that was dated to 1854. In addition to the table, a "cookie" cross-section as well as authentication documents and a written history will be gifted. The Board expressed their enthusiasm and excitement to Mr. Schaar for this generous historical donation.
  - b Guest presenter Kate Venturini gave a presentation of the updated design for replacement furniture, and price ranges for the furniture (pods/booths, tables and chairs, lounge chairs). The phase priorities are: pods/booths, tables and chairs, lounge chairs. Acoustics will need to be addressed following several months of observation on usage patterns. Funding for the pods/booths will be requested from the Library Friends. The board asked questions about arrangement, durability, ADA compliance, and flexibility of arrangement.
2. Announcements
  - a. The next meeting will be March 13, 2019 @ 7:00 p.m.
3. Minutes of the January 9, 2019 Meeting

*Motion by Ald. Blackburn, seconded by Schweda to approve the minutes of the January 9, 2019 meeting of the Library Board of Trustees. Motion carried unanimously.*

4. Financial Report
  - Monthly reports and expenditures

*Motion by Buechel, seconded by Benning to approve the financial report and expenditures. Motion carried unanimously.*

5. Librarian's Report:

January 2019 - Operating Statistics

Rolling twelve*		<u>2/17-1/18</u>	<u>2/18-1/19</u>	<u>% Change</u>
Total Circulation		652,389	642,259	-1.55%
	Resident	507,824	502,260	-1.10%
	Crossover	100,213	96,717	-3.49%
	Nonresident	44,352	43,282	-2.41%
		<u>2018</u>	<u>2019</u>	<u>% Change</u>
Total Circulation (January)		53,173	50,499	-5.03%
	Resident	41,556	38,877	-6.45%
	Crossover	8,030	8,124	1.17%
	Nonresident	3,504	3,367	-3.91%
	RBdigital (eaudio)**	83	131	57.83%
Adult	# Programs	18	13	-27.78%
	Attendance	146	208	42.47%
Children	# Programs	20	10	-50.00%
	Attendance	572	265	-53.67%

Weather was the story of the month. Because the library was closed two full days and two half days, many programs were cancelled.

In the Children's Department story-times resumed. The presenter for a special program, which had been arranged with the Brookfield Academy for the Arts did not show up. We later learned that she had left the organization and didn't pass the program on to anyone else. The Winter Reading Program wrapped up and we began exploring ideas for next year.

In the Adult Department, we had two successful special programs: DAR Genealogy, and Cold War Wisconsin. Read It and Eat (sponsored by the Friends of the Library), and The House on Mango Street (which had a number of cancellations because of the dangerously cold temperatures) closed out the month.

Acknowledgement of Donations Received

We received \$110 from the Kiwanis Club – Golden K for the purchase of children's books.

Staff Update

We are in the process of interviewing candidates for the two open technician positions.

*Motion by Courtright, seconded by Conlon to approve the Librarian's Report. Motion carried unanimously.*

6. Friends of the Library

The Friends are finalizing their 2019 budget and plan to adopt it at their March meeting. The annual meeting of the Friends will be held on Monday, April 29, 2019. Development of 2019 goals is almost complete. The Friends' sponsored Read It and Eat for January was lightly attended due to the extremes of weather.

7. Unfinished Business

a. Library 60<sup>th</sup> Anniversary Celebration (2020)

We plan to involve local historian and writer Ted Schaar in the activities. It was also suggested to invite former library director Sonia Bielmeier. Linda Thayer and Pat Basting of the Elmbrook Historical Society will be contacted as well.

b. Building Study Furniture Replacement

Discussion of design and furnishing selections continued.

*Motion by Fox, seconded by Courtright to accept the BSI/staff plan for purchase of the pods (requesting as a gift from the Library Friends), and the tables and chairs. We will confirm that furniture is ADA compliant. Staff is authorized to make necessary modifications to the plan within the funding parameters approved by the Board. Motion carried unanimously.*

c. Facilities projects update

We will be meeting with Facilities manager Neal Ricker, and Kate Venturini, BSI to discuss the adult side recarpeting project which is tentatively scheduled for the end of May/early June.

8. New Business

a. Staff in-service day

Because of the size of our staff, and the fact that most employees are new to the organization, it was suggested that we close the Library on a TBD day for an in-service training day. Discussion followed.

*Motion by Buechel, seconded by Schweda that the Library will close on a TBD day for in-service programs/training for all Library staff. Motion carried unanimously.*

9. Adjourn

*Motion by Conlon seconded by Courtright to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:32 pm.*

Minutes respectfully submitted by Edell Schaefer, Director of Library Services