



MINUTES OF A REGULARLY SCHEDULED MEETING OF THE
LIBRARY BOARD OF TRUSTEES HELD ON Wednesday April 10, 2019
 IN THE BOARD ROOM AT THE LIBRARY, 1900 NORTH CALHOUN
 ROAD, BROOKFIELD, WISCONSIN 53005

Richard Brandt, President presiding.

5 MEMBERS PRESENT: Ald. Chris Blackburn, Richard Brandt, Helen Conlon, Margaret Courtright, Ann Desuter Dougherty

4 MEMBERS ABSENT: Kay Benning, Sheila Buechel, Stanley Fox, Susan Schweda

OTHERS PRESENT: Edell Schaefer, Director of Library Services; Cathy Tuttrup, Public Services Manager; Jane Maro, Library Friends' President

1. President Brandt noted a quorum present and called the meeting of the Library Board of Trustees to order at 7:00 pm.
2. Announcements
 - a. The next meeting will be May 8, 2019 @ 7:00 p.m.
3. Minutes of the March 13, 2019 Meeting

Motion by Courtright, seconded by Dougherty to approve the minutes of the March 13, 2019 meeting of the Library Board of Trustees. Motion carried unanimously.

4. Financial Report
 - Monthly reports and expenditures

Motion by Conlon, seconded by Ald. Blackburn to approve the financial report and expenditures. Motion carried unanimously.

5. Librarian's Report:
 - March 2019 - Operating Statistics

Rolling twelve*		<u>4/17-3/18</u>	<u>4/18-3/19</u>	<u>% Change</u>
Total Circulation		654,104	640,150	-2.13%
	Resident	508,683	501,139	-1.48%
	Crossover	100,258	96,228	-4.02%
	Nonresident	45,163	42,783	-5.27%
		<u>2018</u>	<u>2019</u>	<u>% Change</u>
Total Circulation (March)		57,036	53,740	-5.78%
	Resident	43,688	41,264	-5.55%
	Crossover	9,093	8,447	-7.10%
	Nonresident	4,159	3,880	-6.71%
	RBdigital (eaudio)**	96	149	55.21%
Adult	# Programs	20	18	-10.00%
	Attendance	279	333	19.35%
Children	# Programs	43	36	-16.28%
	Attendance	1,429	1,023	-28.41%

1st Quarter 2019 Goals & Objectives

The above document will be available at the meeting for your review.

Acknowledgement of Donations Received

We received a \$100.00 donation from Catherine Doerfler for a book club kit in memory of Margaret Ross.

Staff Update

Emily Vincent has accepted the part time technician position. She will be starting on April 29, 2019. We have an offer of employment to a part-time librarian candidate. Another part-time children's librarian is out on maternity leave until early May.

Facilities Update

We anticipate approval of the additional funding needed for re-carpeting, and are still looking at starting by the end of May or early June.

Motion by Dougherty, seconded by Ald. Blackburn to approve the Librarian's Report. Motion carried unanimously.

6. Friends of the Library

Maro reported that membership renewals were sent out. All members of the Library Board should consider joining the Friends if they haven't already done so. Volunteer duties for the book sale this year have been reorganized. We will begin collecting donations soon. The Friends will be donating four of the Fringe booth seating areas for the adult side furniture replacement project. We thank the Friends for this generous donation and look forward to the additional communal seating that it will provide.

7. Unfinished Business

a. Library 60th Anniversary Celebration (2020)

The Library's administrative team continues to meet and identify activities, programs, and promotions for the 2020 celebrations. It was suggested that we consider having banners which could be changed with the decades celebrated, as well as an October costume contest.

b. Building Study Furniture Replacement

The re-carpeting project is in the final stages of planning. We should know by next week what the timeline is for implementation and staging.

8. New Business

a. Adult side lounge furniture replacement

Motion by Courtright, seconded by Conlon that we accept the proposal from BSI, Inc. for the lounge furniture, and that this purchase be funded from the Library's "Gifts and Memorials" account. Motion carried unanimously.

b. Allowable Cost Worksheet

Motion by Conlon, seconded by Dougherty that we approve the Allowable Cost Worksheet as presented. Motion carried unanimously.

c. Vision Statement I-1

Motion by Courtright, seconded by Dougherty that we approve the Vision Statement as presented. Motion carried unanimously.

d. Mission Statement I-2

Motion by Ald. Blackburn, seconded by Conlon that we approve the Mission Statement as presented. Motion carried unanimously.

e. Administration II-3

Motion by Dougherty, seconded by Courtright to approve the Administration Statement as presented. Motion carried unanimously.

9. Adjourn

Motion by Conlon, seconded by Ald. Blackburn to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:30 pm.

Minutes respectfully submitted by Edell Schaefer, Director of Library Services