



MINUTES OF A REGULARLY SCHEDULED MEETING OF THE  
**LIBRARY BOARD OF TRUSTEES** HELD ON Wednesday June 12, 2019 IN  
 THE BOARD ROOM AT THE LIBRARY, 1900 NORTH CALHOUN ROAD,  
 BROOKFIELD, WISCONSIN 53005

Kay Benning, Vice-president, presiding.

7 MEMBERS PRESENT: Kay Benning, Ald. Chris Blackburn, Helen Conlon,  
 Margaret Courtright, Ann Desuter Dougherty, Stanley Fox, Susan Schweda

2 MEMBERS ABSENT: Richard Brandt, Sheila Buechel

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

1. Vice-president Benning 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 August 7, 2019 @ 7:00 p.m.
3. Minutes of the May 8, 2019 Meeting

*Motion by Dougherty, seconded by Schweda to approve the minutes of the May 8, 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:

May 2019 - Operating Statistics

Rolling twelve*		<u>6/17-5/18</u>	<u>6/18-5/19</u>	<u>% Change</u>
Total Circulation		652,361	639,212	-2.02%
	Resident	508,024	501,317	-1.32%
	Crossover	99,680	95,530	-4.16%
	Nonresident	44,657	42,365	-5.13%
		<u>2018</u>	<u>2019</u>	<u>% Change</u>
Total Circulation (May)		49,122	47,821	-2.65%
	Resident	38,152	37,190	-2.52%
	Crossover	7,393	7,296	-1.31%
	Nonresident	3,465	3,203	-7.56%
	RBdigital (eaudio)**	112	132	17.86%
Adult	# Programs	20	19	-5.00%
	Attendance	246	1,001	306.91%
Children	# Programs	23	25	8.70%
	Attendance	1,013	2,008	98.22%

Children's programs: we wrapped up the story-time schedule and took a small break before the start of the summer reading program. Special programs this month included joint programming with the Brookfield Academy of Arts and the Elmbrook Humane Society. We did a story-time at Performance Running Outfitters during their Mother's Day Run; and visited two elementary schools to promote the summer reading program.

Adult programs: included Rock Painting, Becoming a Herbalist, The Making of Gone with the Wind, Medicare, Beer Barons of Geneva Lake, and Mettle and Honor. Librarians visited Wisconsin Hills Middle School to promote the summer reading program.

Acknowledgement of Donations Received – None

#### Staff Update

Our new employees are doing well with training. Katie Turner has returned this year as our Summer Reading Program Coordinator.

#### Facilities Update

The re-carpeting is about 2/3rds complete – adult fiction, teen scene, and the entire south side of adult non-fiction through the East Lantern reading area. South side carpeting included the center aisle. On Thursday the work crew began removing old carpet from the area between adult reference and the computer study rooms. There are five more phases and the re-carpeting will be complete. Furniture is scheduled to be installed June 26<sup>th</sup> through July 1<sup>st</sup>. There have been a few hiccups, but nothing major, and those things are expected in a project of this magnitude. The BSI team has been marvelous to work with.

#### 60<sup>th</sup> Anniversary Celebration

Staff teams have begun planning programs, events, and activities for the yearlong celebration. Library services actually began on October 1, 1960. (October 1, 2020 is a Thursday.) We will plan a birthday party celebration on or near that date.

*Motion by Schweda, seconded by Dougherty to approve the Librarian's Report. Motion carried unanimously.*

#### 6. Friends of the Library

A new membership brochure is being developed. Approximately 50 boxes of donations have been received so far for the book sale. The Friends will be at the Saturday "Market and More."

#### 7. New Business

- a. Selection of July/August meeting date

*Motion by Fox, seconded by Conlon to hold the next meeting of the Library Board on Wednesday, August 7<sup>th</sup> starting at 7:00 p.m. Motion carried unanimously.*

- b. Waukesha County Library Standards Certification

*Motion by Courtright, seconded by Ald. Blackburn that the Library Board certifies that the Brookfield Public Library meets the County Library Standards. Motion carried unanimously.*

#### 8. Adjourn

*Motion by Dougherty, seconded by Fox to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:23 pm.*