



MINUTES OF A REGULARLY SCHEDULED MEETING OF THE
LIBRARY BOARD OF TRUSTEES HELD ON Wednesday August 7, 2019
 IN THE BOARD ROOM AT THE LIBRARY, 1900 NORTH CALHOUN
 ROAD, BROOKFIELD, WISCONSIN 53005

Richard Brandt, President, presiding.

9 MEMBERS PRESENT: Kay Benning, Ald. Chris Blackburn, Richard Brandt, Margaret Courtright, Stanley Fox, Jim Heinrich, Susan Schweda, Beverly Wentz

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. The Board welcomed two new members – Jim Heinrich and Beverly Wentz.
2. Announcements
 - a. The next meeting will be September 11, 2019 @ 7:00 p.m.
3. Minutes of the June 12, 2019 Meeting

Motion by Benning, seconded by Buechel to approve the minutes of the June 12, 2019 meeting of the Library Board of Trustees. Motion carried unanimously.

4. Financial Report
 - Monthly reports and expenditures

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

5. Librarian's Report:

June 2019 - Operating Statistics

Rolling twelve*	7/17-6/18	7/18-6/19	% Change
Total Circulation	650,863	637,012	-2.13%
Resident	507,114	499,139	-1.57%
Crossover	99,391	95,342	-4.07%
Nonresident	44,358	42,531	-4.12%
	<u>2018</u>	<u>2019</u>	<u>% Change</u>
Total Circulation (June)	67,352	65,188	-3.21%
Resident	53,737	51,559	-4.05%
Crossover	9,430	9,242	-1.99%
Nonresident	4,107	4,273	4.04%
RBdigital (eaudio)**	78	114	46.15%
Adult			
# Programs	25	21	-16.00%
Attendance	1,134	246	-78.31%
Children			
# Programs	28	30	7.14%
Attendance	4,317	4,348	0.72%

Adult programs: we finished our Cinema of '39 series. Lois Patton volunteered to host the Writing Circle group for adults. We also hosted a Cup of Health with Waukesha County. Special programs included a speaker from Ten Chimneys, a Medicare presentation, and a travel program. We also hosted a teen movie night.

Children's programs: the summer reading program kicked off on June 3rd. Due to the chiller installation, our popular Cows in the Courtyard was held in front of the Library. Fourteen special programs were held which included bugs, singers, puppets, balloon animals and a magician. On Marvelous Mondays we offered open story time for all ages. In addition, orientation programs for teens and their parents were provided for those interested in volunteering to help with the summer reading program. The Junior Adventure Club was full every week!

July 2019 - Operating Statistics

(provided to the board via email 8-8-19)

Rolling twelve*		8/17-7/18	8/18-7/19	% Change
Total Circulation		650,897	639,830	-1.70%
	Resident	508,092	501,030	-1.39%
	Crossover	98,719	95,942	-2.81%
	Nonresident	44,086	42,858	-2.79%
		<u>2018</u>	<u>2019</u>	<u>% Change</u>
Total Circulation (July)		68,127	70,980	4.19%
	Resident	54,709	56,600	3.46%
	Crossover	9,135	9,735	6.57%
	Nonresident	4,162	4,489	7.86%
	RBdigital (eaudio)**	121	156	28.93%
Adult	# Programs	25	24	-4.00%
	Attendance	266	300	12.78%
Children	# Programs	30	36	20.00%
	Attendance	2,993	2,282	-23.76%

Adult programs: CampNaNoWriMo held a weekly, mid-year gathering of writers who are familiar with National Novel Writing Month (which is held in November). The Moon Landing Memory Café was very successful. Special programs included an amateur astronomer, a travel program, and Read It and Eat sponsored by the Library Friends. Teens participated in a special craft program.

Children's programs: As of late July we have 337 teens and 2,363 children registered for the Summer Reading Program – A Universe of Stories. Adult participants have also read 738 books so far! All of these numbers are record breakers. In addition, 19 special programs were offered, including Bike Decorating at the Fire Department, and Touch A Truck with the Public Works, Fire and Police vehicles. The Marvelous Mondays, Junior Adventure Club and volunteer orientations rounded out July offerings.

2nd Quarter 2019 Operating Statistics

				% Change	
				2018-	
				2019	
		2017	2018	2019	
Total Circulation		171,085	167,893	164,832	-1.82%
	Resident	132,840	131,271	129,271	-1.52%
	Crossover	26,216	25,349	24,463	-3.50%
	Nonresident	11,760	10,955	10,703	-2.30%
	RBdigital (eaudio)**	269	318	395	24.21%

and 3 Power Towers on the adult side. A request will be discussed under New Business. The new chiller was installed and air exchange and circulation is being balanced. The courtyard was repaved where the required power lines to the building for the chiller needed to be dug. Re-lamping and upgrade to LED bulbs and fixtures has been completed in the public area of the building, and has begun in the staff areas. We will be discussing other building needs with the Facilities Dept. for 2020 budgets. A new concern – leaking skylights – will need to be addressed. We are working with BSI to develop proposals for: refurbishing in the children’s area, addressing acoustical needs at various points in the building, and a long-overdue upgrade to signage. All will be brought to the Board as they develop.

There is need to add a second refrigerator to the staff lounge. A request for this will be discussed under New Business as part of the furnishings request.

60th Anniversary update

The theme for the year-long celebrations is Looking Back with 2020 Vision. Starting with the 1960s, we will be celebrating a different decade every two months. A logo is being designed to use on anniversary tote bags which will be sold, as well as on t-shirts that staff can wear to promote the anniversary. Some special programs planned so far include: movies from each of the decades, art of the 1970s, an Elvis impersonator, Stephen Hauser and Ted Schaar (Brookfield historian), songs of the 70s, and an all-City Big Read. We are also hoping to host an after-hours event in the oak courtyard as well as a special party on the actual anniversary date in October.

We have received the following update from Ted Schaar on the tree table which he is gifting to the Library. The board has been selected, cut to size, planed, and glued together to make the tabletop. The top is now being sanded using an 80 grit paper. Upon completion of the sanding, the tabletop will be varnished and the legs attached.

Motion by Buechel, seconded by Fox to approve the Librarian’s Report. Motion carried unanimously.

6. Friends of the Library

Approximately 150 people attended the summer program ice-cream social. Items for the book sale are coming in greater quantity than last year. A reminder that the sale runs Thursday through Saturday on the second weekend in September.

7. New Business

a. 2020 Holiday Schedule

Motion by Benning, seconded by Wentz to resume Sunday Hours the weekend after Labor Day, regardless of the Elmbrook School schedule, and to approve the 2020 holiday hours as presented. Motion carried unanimously.

b. BYU Proctoring

Motion by Fox, seconded by Wentz that the Library let their certification to proctor exams for BYU lapse, due to recent incidents of concern. Voting in favor: Ald. Blackburn, Brandt, Courtright, Fox, Heinrich, Schweda, Wentz. Voting in opposition: Benning. Motion carried.

c. Additional Furnishings Request

1. Discussion was held on a request to add a second full-size refrigerator to the staff kitchen. With 40 staff, most of whom are part-time, the original refrigerator is inadequate for our current needs.

Motion by Schweda, seconded by Courtright to purchase a second refrigerator at an approximate cost of \$600. Motion carried unanimously.

2. To complete the refurbishing project on the adult side, the board discussed a proposal to acquire tables for the 4-place study room and the East Wing meeting room, Chirp chairs for those rooms and for 6 individual study carrels, and 2 power towers for the main aisle.
Motion by Buechel, seconded by Benning to purchase 3 Jefferson tables, 18 Chirp chairs, and 2 power towers as presented, and that Director Schaefer will ask for consideration of reduced pricing if possible. Motion carried unanimously.

- d. 2020 Library Budget Proposal – discussion was held and it was noted that the 2020 Budget proposal comes in significantly under the maximum allowable by City guidelines. The Board was in agreement that Director Schaefer and Public Services Manager Tuttrup will pursue adding a part-time librarian position at this time to absorb programming and reference needs, and that with the addition of this position, the summer program assistant would be eliminated.

Motion by Buechel, seconded by Schweda to accept the 2020 Library Budget proposal as presented and discussed. Motion carried unanimously.

- e. Election of officers for 2019-2020 – a slate was presented as follows:

President – Sheila Buechel

Vice-president – Susan Schweda

Secretary – Margaret Courtright

There were no nominations from the floor.

Motion by Ald. Blackburn, seconded by Wentz to cast a unanimous ballot for the slate as presented. Motion carried unanimously.

8. Adjourn

Motion by Buechel, seconded by Schweda to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:08 pm.

Minutes respectfully submitted by Edell Schaefer, Director of Library Services