



MINUTES OF A REGULARLY SCHEDULED MEETING OF THE
LIBRARY BOARD OF TRUSTEES HELD ON Wednesday, February 12,
 2020 IN THE BOARD ROOM AT THE LIBRARY, 1900 NORTH
 CALHOUN ROAD, BROOKFIELD, WISCONSIN 53005

Susan Schweda, Vice President presiding.

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

2 MEMBER ABSENT: Sheila Buechel, Stanley Fox

OTHERS PRESENT: Edell Schaefer, Director of Library Services; Cathy Tuttrup, Public Services Manager

1. Vice-president Schweda 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 March 11, 2020 @ 7:00 p.m.
3. Minutes of the January 8, 2020 Meeting

Motion by Wentz, seconded by Heinrich to approve the minutes of the January 8, 2020 meeting of the Library Board of Trustees. Motion carried unanimously.

4. Financial Report
 - a. Monthly reports and expenditures

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

5. Librarian's Report:

January 2020 - Operating Statistics

Rolling twelve*		2/18-1/19	2/19-1/20	% Change
Total Circulation		642,259	643,205	0.15%
	Resident	502,260	503,864	0.32%
	Crossover	96,717	96,649	-0.07%
	Nonresident	43,282	42,692	-1.36%
		<u>2019</u>	<u>2020</u>	<u>% Change</u>
Total Circulation (January)		50,499	49,906	-1.17%
	Resident	38,877	38,822	-0.14%
	Crossover	8,124	7,659	-5.72%
	Nonresident	3,367	3,241	-3.74%
	RBdigital (eaudio)**	131	184	40.46%
Adult	# Programs	13	16	23.08%
	Attendance	208	202	-2.88%
Children	# Programs	10	23	130.00%
	Attendance	265	612	130.94%

* Rolling twelve does not include digital circulation.

** New January 2015. Incorporating digital formats into circulation totals.

Adult programs: we kicked off the 60th anniversary with programs and events related to the 60s. We hosted a decoupage craft for adults. The Library Friends sponsored “Read It and Eat” discussion of *The Desert Queen*. A musical sing-along of 60s era classics entitled “Blowing in the Wind” with David HB Drake. We partnered with the Daughters of the American Revolution for a genealogy program, and with Ascension Hospital for a program on hospice care.

Children’s programs: story-times are back in full swing. We provided a Ballet Story-time in cooperation with the Milwaukee Ballet. To celebrate the 60s we showed “The Sword in the Stone” for family flick night; made yellow submarines on Craft Saturday; and played 60s board games on Family Game night.

Acknowledgement of Donations Received – None

Staff update

We are building a new eligibility list for technicians and afterwards will begin interviews for the part-time vacancy when Susie Klimek retired last month. Gretchen Neuwald announced her retirement effective in March. Gretchen is a full-time technician (formerly the technician II classification). We intend to fill this upcoming vacancy as full-time.

Facilities Maintenance Update

We have addressed the outdated lighting concern and facilities has begun replacing lights throughout the building with LEDs. Details are still pending regarding replacement carpeting in the Community Room and behind the circulation desk. The end panel replacement signage, the children’s furniture, and the study table power clamps have been ordered. The power clamps were received and installed on February 4th. The children’s furniture is scheduled for installation on March 19th. We are working out the details for the signage. Six Library board members attended a sound masking demonstration at BSI, Inc. on Monday, January 27th (Benning, Brandt, Buechel, Courtright, Heinrich, and Wentz). The focus for 2020 is to look for acoustic solutions in three areas: the circulation desk/adult AV area, the adult reference desk, and the East Wing lantern.

Motion by Brandt, seconded by Heinrich to approve the Librarian’s Report. Motion carried unanimously.

6. Friends of the Library: no report

7. New Business

a. 2019 Library State Report

Questions were answered on the content and development of the state reports.

Motion by Wentz, seconded by Brandt to approve the 2019 State Report as presented. Motion carried unanimously.

b. Adjustable height table (children’s area)

Discussion was held on options (electric vs. crank) and justification for acquisition based on experience. The consensus following discussion was to authorize Director Schaefer to secure a proposal for a crank base adjustable height table that would fit adjacent to the study table nearest Children’s reference. The proposal will be revisited at the March meeting.

Motion by Heinrich, seconded by Benning that Director Schaefer will secure a proposal for a crank base table to be considered next month. Motion carried unanimously.

c. Acoustic solutions

Discussion was held on the sound masking demo and whether sound masking is a viable solution long-term. Courtright shared her experience of sitting in various places of the library to see if noise levels were disturbing. She concluded that people didn't seem to be disturbed by noise from book carts or janitorial staff. Several questions were raised as to the need for acoustic control, and the cost of potential solutions. Director Schaefer will contact Kate Venturini (BSI, Inc.) and inquire about having a sound assessment done. If there is not a cost to conduct such a study, Edell will pursue doing one. If there is a cost to doing such an assessment, the Library Board will revisit the cost at their next meeting.

8. Adjourn

Motion by Brandt, seconded by Ald. Blackburn to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:07 pm.

Minutes respectfully submitted by Edell Schaefer, Director of Library Services