

**BROWN DEER LIBRARY BOARD**  
**October 12, 2015 MEETING MINUTES**  
**HELD AT THE BROWN DEER PUBLIC LIBRARY**  
**5600 WEST BRADLEY ROAD**  
(Unapproved)

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The meeting was called to order by Board President Lutz at 5:00 P.M.

**I. Roll Call**

Present: Board President Lutz and Board members: J. Baker, E. Bennett, W. Jabas, S. Snyder  
Also Present: Brian Williams-Van Klooster, Library Director

**II. Call for Additional Agenda Items**

None

**III. Persons Desiring to be Heard**

None.

**IV. Consideration of Minutes:**

- a. September 14, 2015 – Regular Meeting

*It was moved by E. Bennett and seconded by W. Jabas to approve the minutes of the September 14, 2015 regular meeting. The motion carried unanimously.*

**V. Unfinished Business**

- a. Discussion of 2016 Village Manager's Recommended Library Budget

The Library Director presented a copy of the manager's recommended budget. It differs from the Library Board's approved budget request by decreasing planned expenditures for building maintenance and increasing expenditures for salary to cover additional clerical staff hours. Unplanned building repairs will be paid for by Library fund balance.

- b. Review and approval of MCFLS Member Agreements

There was no discussion of the topic.

*It was moved by E. Bennett and seconded by S. Snyder to approve and sign the MCFLS ILS, Resource Sharing and Technology Agreement 2016-2019 and the Membership Agreement between the MCFLS and the Brown Deer Public Library. The motion carried unanimously.*

**VI. Report of Library Director**

- a. Director's Report

The Director highlighted the new quarterly newsletter and reports of positive reception, the final Strategic Planning Committee meeting, and past and upcoming programs. President Lutz inquired about items from the MCFLS report including hearing loops and memory cafes. The Director said that all each MCFLS library will receive one countertop size hearing loop device as part of the annual LSTA grant to support individuals with disabilities. He noted that the Library does not at this time plan to host a memory café, but would be happy to engage in discussion with a lead organization if library participation were solicited by an organization.

- b. Usage Report

W. Jabas noted that computer use stats dove from the previous month. The Director said he could not point to any particular factors that could account for the change.

- c. Revenue/Expense Report

There were no verbal highlights or discussion of the report.

**VII. New Business**

- a. Consideration of Vouchers: September 2015

President Lutz inquired about a check to Kathi Miller. The Director said this is the name of library program presenter.

It was moved by S. Snyder and seconded by W. Jabas to approve the payment of the September 2015 vouchers. The motion carried unanimously.

- b. Review and approval of library closure for All Staff Day on Martin Luther King Jr Day, 1/18/16  
The Director requested approval for library closure on 1/18/16 for the purpose of hosting a third annual All Staff Day. It was suggested that CPR/AED training refresher be offered.

It was moved by W. Jabas and seconded by E. Bennett to approve the Report as presented. The motion carried unanimously.

### **VIII. Report of Friends of the Library**

W. Jabas said the next Friends of the Library meeting is the annual Library Auction on 11/12 at the Brown Deer Library Community Room. A display will go up in the library's display case soon.

### **IX. Recess into Closed Session** pursuant to §19.85(1)(g)(e) Wisconsin Statutes for the following reasons:

Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. • 5600 West Bradley Road, Brown Deer, Wisconsin

It was moved by W. Jabas and seconded by S.Snyder to recess into closed session at 5:45PM. The motion carried unanimously.

### **X. Reconvene in Open Session**

No action or report was taken.

It was moved by W. Jabas and seconded by E. Bennett to reconvene into open session at 6:00PM. The motion carried unanimously.

### **XI. Adjournment**

**Next meeting: November 9, 2015.** It was moved by W. Jabas and seconded by S. Snyder to adjourn at 6:02 P.M. The motion carried unanimously.



Brian Williams-Van Klooster, Library Director  
October 14, 2014