

BROWN DEER LIBRARY BOARD
January 11, 2016 MEETING MINUTES
HELD AT THE BROWN DEER PUBLIC LIBRARY
5600 WEST BRADLEY ROAD
(Unapproved)

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

E. Bennett asked to confirm that the Library's weeding policy and process be discussed.
President Lutz said it would be covered in the Strategic Plan agenda item.

III. Persons Desiring to be Heard

None.

IV. Consideration of Minutes:

- a. December 14, 2015 – Regular Meeting

It was moved by W. Jabas and seconded by S. Snyder to approve the minutes of the December 14, 2015 regular meeting. The motion carried unanimously.

V. Unfinished Business

- a. Update on Library Strategic Plan progress

The Library Director presented a refresher overview of the Strategic Plan. The Outline was reviewed to describe what the overall process and final Plan document will include. Outline items 2a-2d and 3a are complete. Items 2e and 4a-d are in progress as part of Library Board meeting discussion and Staff discussion at the upcoming 1/18 All Staff training day. The Director then pointed to the Strategic Goals documentation and asked for feedback or input. S. Snyder and President Lutz offered suggestions to be added to two Goal areas. A. Lutz indicated that since Library budgets affect materials budgets, increasing collection expenditures for the Core Services Goal will be impossible, so weeding practices should be considered when trying to address circulation declines.

The Board did not express concerns about Strategic Goals or the Library's activities under a Strategic Plan when asked by the Director for overall impressions or feedback.

VI. Report of Library Director

- a. Director's Report

The Director highlighted the Education Foundation of Brown Deer donation, collection inventory, and MCFLS report about COLAND's evolution into the Public Library System Redesign committees.

- b. Usage Report

The Director provided digital circulation numbers missing from the packet report. J. Baker noted that digital circulation increased 28% from 2014 to 2015.

- c. Revenue/Expense Report

The Director pointed out that some 2015 expected revenue from Rent Income has not yet been credited to the Library. He is monitoring the situation and will inquire with Village Administration if the funds continue to be outstanding at the end of January.

VII. New Business

- a. Consideration of Vouchers: November 2015, December 2015

It was moved by J. Baker and seconded by S. Snyder to approve the payment of the November 2015 and December 2015 vouchers simultaneously. The motion carried unanimously.

b. Discussion of circulation and use trends

The Director pointed to statistical reports included in the packet and said that he hoped this data would help address Board questions about what factors seem to affect circulation. President Lutz asked if circulation has dropped in any specific collection areas, for example could a drop in nonfiction circulation be shown due to information newly accessible via the internet. The Director said that this review would be possible if collection data from the early 2000s had been retained by past Directors. President Lutz asked the Director for his general analysis of the data and what factors seem to affect circulation. He said the data shows a strong correlation between circulation and patron visits, meaning that material won't be checked out if patrons don't come for it. He said library open hours are most responsible for patron visits. He pointed out that collection size seems to have an inverse relationship to circulation, that the collection size has been very stable for the past 20 years, and the current size is average for the same time period. E. Bennett asked if there are identifiable patterns in daily use. The Director said the historic and current daily/hourly circ/visits data show that hours are allocated appropriately. The most popular library hours are weekdays after 3PM, all day Friday, and Saturday until 3PM. He said this pattern of circulation is the same between 2005 and 2015 except for Saturdays, which were busier relative to other days of the week in 2005. E. Bennett inquired generally about the weeding decision making process, who is responsible, and what criteria are used. The Director said that weeding is the responsibility of all professional staff and that those who purchase for an area typically are responsible for weeding that area. Criteria used are predominantly based on 5-year no-circ lists run quarterly, poor condition including broken binding/stains/damage, and out of date content like medical information more than 3 years old. W. Jabas inquired if out of date material is replaced with newer information. The Director affirmed that it is. E. Bennett inquired if there is some process for libraries to donate weeded material to one another. The Director said this would be cumbersome to manage, and that materials weeded by one library are typically removed based on the same criteria that they would be weeded from the Brown Deer Library and therefore undesirable to us as well.

c. Review of agenda for All Staff Day on 1/18

The Director noted a correction in lunch time. W. Jabas said the Library Board agreed to supply lunch for the staff.

VIII. Report of Friends of the Library

W. Jabas said the 2015 Patron Challenge \$500 match raised \$280 in donations. The next Friends of the Library meeting is scheduled for Thursday January 14, 7PM at the Brown Deer Library Community Room.

IX. Adjournment

Next meeting: February 8, 2016. *It was moved by W. Jabas and seconded by A. Lutz to adjourn at 5:48 P.M. The motion carried unanimously.*



Brian Williams-Van Klooster, Library Director
February 12, 2016