

BROWN DEER LIBRARY BOARD
October 10, 2016 MEETING MINUTES
HELD AT THE BROWN DEER PUBLIC LIBRARY
5600 WEST BRADLEY ROAD
(Unapproved)

The meeting was called to order by Director Williams-Van Klooster at 5:04 P.M.

I. Roll Call

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

II. Call for Additional Agenda Items

None

III. Persons Desiring to be Heard

None.

IV. Consideration of Minutes: September 12, 2016 – Regular Meeting

It was moved by J. Baker and seconded by S. Snyder to approve the minutes of the September 12, 2016 regular meeting. The motion carried unanimously.

V. Unfinished Business

- a. 2017 Library budget, Village budget and workshop presentation

The Library Director recommended that the Library Board amend its motion that instructs the him to request an increase in tax revenue allocation to the Library in light of recent Village department budget meetings that emphasized the financial challenges faced by the municipality in 2017. J. Baker shared information from the Village Manager's Report on specifically where financial challenges have originated. The Director noted that the Library's budget workshop presentation is the last of 6 agenda items on October 11, starting at 6PM.

It was moved by W. Jabas and seconded by S. Snyder to approve an amended motion that rescinds instruction to the Library Director to request an increase in tax revenue allocation in an amount that would adjust staffing to include a full time adult librarian and return the book budget back to 2015 levels. The motion carried unanimously.

- b. Consideration-Library book trucks purchase request

The Library Director reintroduced a fund balance purchase request for 6 (down from 8) book trucks. He noted that he projects the Library's fund balance to be at 16% at the close of 2016, after this purchase and other building maintenance overages are accounted for.

It was moved by S. Snyder and seconded by W. Jabas to approve the purchase of 6 book trucks for \$2400. The motion carried unanimously.

VI. Report of Library Director

- a. Director's Report

The Director highlighted the Student ID as Library Card project which he considers a successful collaboration with the School District and progress toward a Library Strategic Goal, an update on the extended MPL fine forgiveness campaign, two donations totaling \$1500, and a letter of appreciation from the Elks Lodge.

- b. Usage Report

There were no verbal highlights or discussion of the report.

- c. Revenue/Expense Report

There were no verbal highlights or discussion of the report.

VII. New Business

- a. Consideration of Vouchers: September 2016

It was moved by W. Jabas and seconded by E. Bennett to approve the payment of the September 2016 vouchers. The motion carried unanimously.

b. Discussion-Community Room demand

The Director shared use statistics that show a steady increase in non-library community room use since 2013. He asked for Board direction on continuing to meet demand in light of 2017 staffing reductions and the staff resources needed to administer the room use. There was a general opinion that room use by the community is an important part of the Library's range of services and efforts should be made to prioritize staff resources to maintain its availability.

c. Discussion-communication plan for 2017 service changes

The Director asked for Board direction on public communication about 2017 service changes. There was a general opinion that the benefits of the service changes should be emphasized, as well as the upcoming building anniversary.

d. Discussion-Patron Survey in *Our Brown Deer Magazine*

The Director informed the Board that the Library biannual patron survey will be a 1-page double-side tear-out in the Winter magazine. He noted that magazine survey returns will be dependent upon respondent's attaching a stamp and dropping in the mail or returning to the library in person, and will be a shortened version of the in-library and online survey. S. Snyder recommended that a small incentive for returning surveys be offered.

e. Review and Approval – Job descriptions

The Director presented previous and revised versions of job descriptions for two new positions, Part Time Adult Services Librarian and Library Circulation Supervisor. He said that computer and customer service skills testing will be a component of recruitment for the Librarian, and the other positions are internal promotion.

It was moved by W. Jabas and seconded by S. Snyder to approve the new job descriptions as presented. The motion carried unanimously.

VIII. Report of Friends of the Brown Deer Library

W. Jabas said the annual Auction will be Thursday November 10. Postcards announcing the event were sent to past attendees, and reminder bookmarks will be dropped off to the library soon.

IX. Adjournment

Next meeting: November 14, 2016. It was moved by E. Bennett and seconded by S. Snyder to adjourn at 6:10 P.M. The motion carried unanimously.



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