

BROWN DEER LIBRARY BOARD
February 8, 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 5:05 P.M.

I. Roll Call

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

II. Call for Additional Agenda Items

None

III. Persons Desiring to be Heard

None.

IV. Consideration of Minutes:

- a. January 11, 2016 – Regular Meeting

It was moved by W. Jabas and seconded by E. Bennett to approve the minutes of the January 11, 2016 regular meeting. The motion carried unanimously.

V. Unfinished Business

- a. Discussion of statistics comparing circulation and size by collection sections

The Library Director presented a 1 page sheet containing 4 charts showing collection size compared to circulation over a 15 year period for 4 collection areas: adult fiction, adult nonfiction, videos and picture books. He explained that the chart shows that collection size effects collection circulation differently depending on the area. Nonfiction and video circulation seems to have little or inverse relationship to number of items in those sections. The reverse is true for adult fiction and picture books. This knowledge will help library staff make even more strategic decisions about weeding and collection management in the future.

VI. Report of Library Director

- a. Director's Report

The Director highlighted reference staff expected leave for the summer and noted that plans are being developed to reduce disruption to service. He noted that any plan will have a noticeable wages/salaries budget impact, with an estimate of a minimum of \$9000 in additional wages costs. The Director also shared the new BDPL library card design, thanked the Board for their lunch contributions to the annual All Staff training day, and asked for Board suggestions for special information they'd like included in the Library's annual report to the community. W. Jabas said it would be beneficial to add information about the library's ebook help program. Several Board members noted that they did not receive the eNewsletter, the Director will investigate this.

- b. Usage Report

There were no verbal highlights or discussion of the report.

- c. Revenue/Expense Report

The Director noted that the 2015 report is essentially the complete year-end report, and now reflects all expected cell tower revenue.

VII. New Business

- a. Consideration of Vouchers: January 2016

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

b. Submittal of 2015 DPI Annual Report

The Director shared the report and asked if there were questions. W. Jabas inquired where Strehlow Trust funds were reflected in the Report. It was discussed that these funds are part of a lump sum in section VI.5. "Other Operating Expenditures".

It was moved by W. Jabas and seconded by J. Baker to submit and place the Report on file as presented. The motion carried unanimously.

VIII. Report of Friends of the Library

W. Jabas said that Friends Treasurer Anne Lutz is stepping down from the Friends Board and was thanked for her many years of service. W. Jabas also noted that \$2780 was donated to the Library in January from the annual Auction fundraiser. \$560 of this amount was from a 50/50 match for the 2015 Patron Donation Challenge. Friends will again present Schlitz Audubon Center's Raptors program at the Libraron on March 12. Next Friends of the Library meeting is scheduled for March 10th at 7PM at the Brown Deer Library Community Room.

IX. Adjournment

Next meeting: March 14, 2016. *It was moved by E. Bennett and seconded by J. Baker to adjourn at 5:40 P.M. The motion carried unanimously.*



Brian Williams-Van Klooster, Library Director
February 10, 2016