

BROWN DEER LIBRARY BOARD
July 11, 2016 MEETING MINUTES
HELD AT THE BROWN DEER PUBLIC LIBRARY
5600 WEST BRADLEY ROAD
(Approved 8/8/156)

The meeting was called to order by Director Williams-Van Klooster at 5:05 P.M.

I. Roll Call

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

II. Call for Additional Agenda Items

Expenditure approval request: Keyless entry for rear door

III. Persons Desiring to be Heard

None.

IV. Consideration of Minutes:

a. June 13, 2016 – Regular Meeting

W. Jabas said the Friends Auction is November 10, not November 12 as stated in the minutes.

It was moved by W. Jabas and seconded by J. Baker to approve the minutes of the June 13, 2016 regular meeting with the noted correction. The motion carried unanimously.

V. Unfinished Business: none

VI. Report of Library Director

a. Director's Report

The Director highlighted the current progress of Summer Reading, the Recollection Wisconsin collection of digitized Historical Society Newsletters, hinge repairs needed to the rear door, and progress on the student ID as library card project.

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: June 2016

It was moved by W. Jabas and seconded by S. Snyder to approve the payment of the June 2016 vouchers. The motion carried unanimously.

b. Patron ban request

It was moved by S. Snyder and seconded by J. Baker to approve the patron ban as presented. The motion carried unanimously.

c. Review and approval of \$5 fines policy change

The Director reviewed his requested changes as outlined in the packet. E. Bennett noted her own experience with inconsistencies among libraries in other policies, such as overdue fees, and said consistency in more areas like this would be helpful.

It was moved by S. Snyder and seconded by J. Baker to approve the policy as presented. The motion carried unanimously.

d. Review and approval of Library Strategic Plan

The Director highlighted the Plan sections labeled as 'At a Glance' and 'Overview'. There was brief discussion by all members about how the Plan will lead to more changes in Library operations. The Director said that Library operations have become very dynamic as we become

more efficient, try new things, and review past practices. W. Jabas moved to support the Action Plan for Year 1. J. Baker inquired about the value of supporting 1 year of the plan versus the entire plan. Discussion on this topic continued. W. Jabas amended her motion.

It was moved by W. Jabas and seconded by E. Bennett to support the Action Plan Year 1-3. The amended motion carried unanimously.

e. Expenditure approval request for keyless entry

The Director said he would like to have a keypad lock installed on the rear door. He shared several justifications for this request and presented a quote for \$1200 from LaForce. J. Baker inquired about audit trail capability. The Director said the unit is very basic, there would be no audit trail, but each staff member would have their own unique code. W. Jabas said she has a contact who may be able to supply a similar product at a more competitive price. She asked to have the agenda item tabled. The members agreed.

VIII. Report of Friends of the Library

None

IX. Adjournment

Next meeting: August 8, 2016. *It was moved by J. Baker and seconded by S. Snyder to adjourn at 5:55 P.M. The motion carried unanimously.*



Brian Williams-Van Klooster, Library Director
July 13, 2016