

BROWN DEER LIBRARY BOARD
August 8 2016 MEETING MINUTES
HELD AT THE BROWN DEER PUBLIC LIBRARY
5600 WEST BRADLEY ROAD
(Approved 9/12/16)

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
Also Present: Brian Williams-Van Klooster, Library Director
Excused: S. Snyder

II. Call for Additional Agenda Items

None

III. Persons Desiring to be Heard

Librarian Mary Dunn's letter of resignation and retirement was shared. Her last day will be December 31, 2016.

a. **Consideration of Minutes: July 11, 2016 – Regular Meeting**

It was moved by E. Bennett and seconded by J. Baker to approve the minutes of the July 11, 2016 regular meeting with the noted correction. The motion carried unanimously.

IV. Unfinished Business

a. Keyless entry

The Library Director presented a third bid from Whitlows that was \$50 lower than the previous lowest bid from LaForce. He said the project was declined by a 4th possible vendor suggested by W. Jabas.

It was moved by E. Bennett and seconded by President Lutz to approve the bid by Whitlows. The motion carried unanimously.

V. Report of Library Director

a. Director's Report

The Director highlighted the student fieldworker's activity at outreach events this summer and our use of wifi at these events for library card creation and book checkout, and reviewed MCFLS items related to discussion about a MCFLS-wide collection agency effort and the new Electronic Resources Buying Pool.

b. Usage Report

The Director noted that July shows a precipitous decline in several key measures from same month last year, and that other MCFLS Library Directors have seen similar drops.

c. Revenue/Expense Report

There were no verbal highlights or discussion of the report.

VI. New Business

a. Consideration of Vouchers: July 2016

It was moved by W. Jabas and seconded by A. Lutz to approve the payment of the July 2016 vouchers. The motion carried unanimously.

b. WIFI access after hours

The Director said that BD Police have recently contacted him to discuss whether or not people using the WIFI signal outside the library during closed hours should be told to move on. He shared potential pros and cons and noted that the WIFI can be turned on and off on a daily schedule. A variety of perspectives were discussed. All members agreed that no changes should be made to the WIFI signal, that Police should continue to patrol the Library for suspicious activity but should not instruct WIFI users to leave the premises unless some illegal activity is

taking place. It was suggested that Village parks' hours be considered for comparison. It was also suggested that designated 'WIFI Zone' parking be signified in the parking lot.

c. BDPL Anniversary

The Director said there are three potential anniversaries to celebrate in the next 2-3 years and asked which the Board preferred to highlight. They are the Junior Woman's Club formation of a Library committee on May 1968 (50 years in 2018), the first physical Brown Deer Library that opened in September 1969 (50 years in 2019), and the current facility's opening of January 1978 (40 years in 2018). J. Baker suggested a '40/50 Celebration' in 2018. W. Jabas suggested that the Library should look to the Junior Woman's Club, Woman's Club and Library Friends for assistance with the planning and celebration.

d. FLSA employment classifications

The Director reviewed May's FLSA law changes and the effects on Library personnel. He noted that some staff salaries will be impacted and need to be increased, which will have budget impacts for 2017.

e. Library Administrative Manual

Members reviewed a draft of the Administrative Manual and provided input on changes.

It was moved by J. Baker and seconded by E. Bennett to approve the adoption of the Library Administrative Manual with noted changes. The motion carried unanimously.

VII. Report of Friends of the Library

Next Friends of the Library meeting is scheduled for September 8 at 7PM at the Brown Deer Library Community Room. The annual Book Sale will be August 26-27, with setup starting on August 22.

VIII. Adjournment

Next meeting: September 12, 2016. *It was moved by J. Baker and seconded by W. Jabas to adjourn at 6:20 P.M. The motion carried unanimously.*



Brian Williams-Van Klooster, Library Director
August 8, 2016