

BROWN DEER LIBRARY BOARD
May 11 2015 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; Erin Hirn, Assistant Village Manager; Michael Hall, Village Manager

II. Persons Desiring to be Heard

Erin Hirn introduced herself to the Library Board. W. Jabas represented the Brown Deer Junior Woman's Club in presenting a donation of \$1200 for the purposes of purchasing shelf depth reducers for the library, which the Director asked for as part of the Club's annual grant cycle. W. Jabas also represented the Brown Deer 4th of July Committee in offering 4 packets of raffle tickets to those in attendance. All packets were claimed.

III. Consideration of Minutes:

- a. April 22, 2015 – Rescheduled Meeting

It was moved by J. Baker and seconded by S. Snyder to approve the minutes of the April 22, 2015 rescheduled meeting. The motion carried unanimously.

IV. Unfinished Business

- a. Village Municipal Facility Feasibility Study

The Library Director asked E. Hirn and M. Hall to describe the Feasibility Study to the Board. E. Hirn said Bray Architects is conducting a study to evaluate municipal facilities for longevity and repair/replacement scenarios due to increasing budgetary requests for building improvements by departments. She said the study is very preliminary and information is provided to the community regularly through the Tracker. W. Jabas asked about a timeline for facility projects. E. Hirn said there was no timeline at this juncture, and all other planning will occur after Bray submits their report to Village Trustees in October. M. Hall said Bray has done lots of similar work with other municipalities and provided an excellent presentation when proposing their bid for the project.

- b. Basement repair update

The Library Director said that Village Administration is taking the lead with securing insurance coverage for replacement of damaged Library furnaces. There will be no costs to the Library's budget. 3 bids have been received, Mannenbach Mechanical was chosen to do the work. He said this is the same company who did the original replacement installation. The Director said sump pump floats are fully repaired and he continues to work on a plumbing preventive maintenance agreement and rain gutters.

- c. Library logo revision

The Library Director shared a revised logo based on their previously-approved design from Modus. They were asked to select either the revised or original logo. 4 of 5 members chose in favor of the revised logo.

V. Report of Library Director

- a. Director's Report

A. Lutz inquired about the MCFLS 2014 SEWI Continuing Ed event called 'Friends, Foundations and Fundraising'. She asked if this date is set and if Library support groups could attend. The Director said the date is set but he does not yet have more event details from MCFLS. He said anyone is welcome to

attend.

b. Usage Report

There were no verbal highlights or discussion of the report.

c. Revenue/Expense Report

E. Bennett inquired about the amounts of the library's book budget over the past several years. The Director shared the annual book budget amounts from 2012-2015. There was no additional discussion

VI. New Business

a. Consideration of Vouchers: April 2015

It was moved by E. Bennett and seconded by S. Snyder to approve the payment of the April 2015 vouchers. The motion carried unanimously.

b. Approval of revision to Brown Deer Library Policy IVb: Library Rules and Regulations-Use of Patron Data for Communications and Marketing

The Director informed said MCFLS has officially codified their recommendations, allowing us to adopt them with the Board's previously requested revisions. This will allow us to use email to contact patrons about library events and activities. W. Jabas asked the Board if they thought more specifics were needed to differentiate fundraising event notifications from direct solicitations. There were no strong feelings that this is necessary. A. Lutz pointed out that the 'opt out' is a useful tool.

It was moved by J. Baker and seconded by W. Jabas to approve the Policy as presented. The motion carried unanimously.

c. Approval of Laptop Agreement Form

The Director presented a form to help administer loaning of laptops within the library. J. Baker asked if the stated replacement cost of \$650 was sufficient to cover the actual cost including processing and software. E. Bennett wondered if indicating a replacement amount is necessary. Some said the replacement amount is useful as a deterrent. J. Baker suggested the amount be raised to \$1500. W. Jabas said she would be happy with \$1000. S. Snyder pointed out the form says the replacement cost is '...up to...', and that this allows for flexibility in the replacement value.

It was moved by J. Baker and seconded by W. Jabas to approve the form with the suggested change to \$1000. The motion carried unanimously.

d. Review of Wisconsin Public Library Service Trends graph

The Director shared a one-page graph from the WI-DPI showing collected use statistics of all Wisconsin public libraries since 1990. He pointed out that declines in visits and use are found throughout the state. He reinforced that patron visits and circulation continue to be the primary metric of library use even though this doesn't fully represent the new uses libraries have seen. This was for informational purposes only.

VII. Report of Friends of the Library

Next Friends of the Library meeting is scheduled for May 14 at 7PM at the Brown Deer Library Community Room.

W. Jabas said the Plant Sale pickup is Saturday May 16, there will be some extra plants for sale as well as gift certificates.

VIII. Adjournment

Next meeting: June 8 2015

It was moved by A. Lutz and seconded by J. Baker to adjourn at 5:50P.M. The motion carried unanimously.



Brian Williams-Van Klooster, Library Director
March 5th, 2014