

BROWN DEER LIBRARY BOARD
Monday September 14 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

II. Call for Additional Agenda Items

None

III. Persons Desiring to be Heard

President Lutz shared a thank you note from Brown Deer Library Librarian Mary Dunn

IV. Consideration of Minutes:

- a. June 13 2015 – Regular Meeting

It was moved by W. Jabas and seconded by E. Bennett to approve the minutes of the June 13 2015 regular meeting. The motion carried unanimously.

V. Unfinished Business

- a. Discussion of Draft Village Facility Study recommendations for Library

The Library Director shared print copies of pages relevant to the Library from the draft Village of Brown Deer Analysis and Needs Assessment facility study by Bray Architects. He highlighted portions of the report that note the building is in good condition, in a good location relative to the Brown Deer School District for learning support and City of Milwaukee for revenue purposes, and is appropriate for continued long term use provided approximately \$300,000 of updates are made in the near term to bring the library up to date with a full 21st century environment and service model.

VI. Report of Library Director

- a. Director's Report

The Director highlighted higher than expected Teen participation in the Summer Reading Program, newly offered sale items including USB drives, headphones and canvas bags, and recent volunteer projects including cleaning and inventory. President Lutz asked for clarification of what a DVR worker is, and what this person does at the Library. The Director said this is a temporary position through a Wisconsin government program designed to help individuals with disabilities develop employment skills.

- 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: July 2015 & August 2015

It was moved by W. Jabas and seconded by J. Baker to approve the payment of the July & August 2015 vouchers. The motion carried unanimously.

- b. Review and Approval of BDPL Volunteer policy

The Director requested the Board's approval of a new Volunteer policy to help address increased demand by community members for volunteer opportunities at the library. He pointed out the fourth paragraph's content related to volunteer profile preferences and acceptance criteria. The Board discussed opportunities for Brown Deer High School Seniors to volunteer to earn their

mandatory 5-hours-month service hours.

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

c. Review of MCFLS Member Agreements

The Director explained that the new separated agreements are essentially re-issuance of the previous years' agreements in a revised 3-part format and with revised ILS/Technology and Resource Sharing Agreement (ILS/TRSA) financials. He said that this is a draft of the agreements that still need to be approved by the MCFLS Board before they are delivered to Member Library boards for their approval. He noted that the ILS/TRSA should be considered only after fully reviewing the MCFLS New/Enhanced Services proposal, as the costs for the services will be borne by Member Libraries through reductions in percentage of State Aid allocated for Reciprocal Borrowing Revenue to Members, and increases in shared ILS and cataloging costs. President Lutz inquired about how MPL Cataloging Costs are determined. The Board discussed the relative merits of the Enhanced Services proposal and agreed that the offerings were desirable. W. Jabas asked if the Enhanced Services are selected individually by Members. The Director said the Enhanced Services are a 'package deal' as it would be unrealistic to request MCFLS to offer them in a-la carte format to all Members, and that economies of scale in pricing might not be reached without full participation by all Members. W. Jabas asked when the final Agreements will be available. They are expected in October or November.

d. Review and approval of 2016 Brown Deer Library Budget

The Director presented a draft copy of the budget developed to meet Village Administration's request. It includes COLA increases and adjustments to better represent expected expenditures.

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

e. Review of 2016 Library CIPs

The Director shared the Village Manager's CIP schedule and highlighted that replacement windows were added after review of the Library by Bray Architect's engineering team.

VIII. Report of Friends of the Library

W. Jabas said that the Friends book sale earned \$1500. She also noted that a donation was given to the Library in the amount of \$3000, and announced the 2015 Auction date of November 12.

IX. Recess into Closed Session pursuant to §19.85(1) (c) Wisconsin Statutes for the following reasons:

(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for the purpose of discussing personnel matters. *[Library Director Annual Evaluation review]*

It was moved by J. Baker and seconded by W. Jabas to recess into closed session at 6:00PM. The motion carried unanimously.

X. Reconvene in Open Session

It was moved by W. Jabas and seconded by E. Bennett to reconvene into open session at 6:12PM. The motion carried unanimously.

XI. Adjournment

Next meeting: October 12, 2015. *It was moved by A. Lutz and seconded by S. Snyder to adjourn at 6:15 P.M. The motion carried unanimously.*



Brian Williams-Van Klooster, Library Director
September 16, 2015