

**BROWN DEER LIBRARY BOARD**  
**November 10, 2015 MEETING MINUTES**  
**HELD AT THE BROWN DEER PUBLIC LIBRARY**  
**5600 WEST BRADLEY ROAD**  
(Unapproved)

---

The meeting was called to order by W. Jabas at 5:00 P.M.

**I. Roll Call**

Present: Board members: J. Baker, E. Bennett, W. Jabas  
Also Present: Dana Andersen-Kopczyk, Children's Librarian

**II. Call for Additional Agenda Items**

None

**III. Persons Desiring to be Heard**

None

**IV. Consideration of Minutes:**

a. October 12, 2015 – Regular Meeting

*It was moved by E. Bennett and seconded by J. Baker to approve the minutes of the October 12, 2015 regular meeting. The motion carried unanimously.*

**V. Unfinished Business**

a. Discussion of a revision to the 2016 Library Budget

A full time staff member has elected to take Family Health Insurance through the library, which has created an increase of \$16,700 over the Manager's Recommended Budget, but only \$1,188 over the 2015 Budget. There was a reduction in money budgeted for periodicals due to prepayment of 2016 subscriptions in 2015 using predicted balance from other accounts.

b. Strategic Plan Update

The Strategic Plan will be discussed further at the December meeting when more board members are present.

**VI. Report of Library Director**

a. Director's Report

The Director highlighted that a quote was received for a rear rain gutter addition from Shranz Roofing, but the D. Andersen-Kopczyk did not have that amount available at the time of the meeting.

b. Usage Report

W. Jabas noted that circulation has once again gone down, and there was discussion about this very issue coming up at meetings of the Strategic Plan Committee. It was noted that the library needs to find way to increase circulation numbers.

c. Revenue/Expense Report

There were no verbal highlights or discussion of the report.

**VII. New Business**

a. Consideration of Vouchers: October 2015

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

b. Review and approval of library closure dates for 2016. It was noted that these were the same dates the library was closed for 2015.

*It was moved by J. Baker and seconded by E. Bennett to approve the Report as presented. The motion carried unanimously.*

**VIII. Report of Friends of the Library**

W. Jabas said the annual Library Auction on Thursday 11/12 in the Brown Deer Library Community Room. There is a preview beginning at 6:00PM, with the auction beginning at 6:30PM. Lots of gift certificates have been donated for the auction. The Friends have one volunteer from the Brown Deer High School that will be helping at the auction.

**IX. Adjournment**

**Next meeting: December 14, 2015.** *It was moved by E. Bennett and seconded by J. Baker to adjourn at 5:20P.M. The motion carried unanimously.*

A handwritten signature in black ink, appearing to read "Dana Andersen-Kopczyk", written over a horizontal line.

Dana Andersen-Kopczyk, Children's Librarian  
November 10, 2014