

BROWN DEER LIBRARY BOARD
January 9, 2017 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
Also Present: Brian Williams-Van Klooster, Library Director
Excused: S. Snyder

II. Call for Additional Agenda Items

Photocopier purchase cost revision; Discussion of approved July 4, 2017 holiday closure

III. Persons Desiring to be Heard

None.

IV. Consideration of Minutes:

- a. December 12, 2016 – Regular Meeting

It was moved by W. Jabas and seconded by K. Lewis-Williams to approve the minutes of the December 12, 2016 regular meeting. The motion carried unanimously.

V. Unfinished Business

None

VI. Report of Library Director

- a. Director's Report

The Director said he has received nearly unanimously positive feedback about the new 2017 hours, with most patrons appreciating the uniformity of the schedule. He reviewed the draft All Staff Day agenda of topics. The new Adult Services Librarian's start date was noted, as well as the bi-annual customer survey.

- b. Usage Report

There were no verbal highlights or discussion of the report.

- c. Revenue/Expense Report

The Director said that outstanding 2016 revenues and expenses prevent this from being an accurate year-end financial picture.

VII. New Business

- a. Consideration of Vouchers: December 2016

It was moved by W. Jabas and seconded by E. Bennett to approve the payment of the December 2016 vouchers. The motion carried unanimously.

- b. DVD loan policy

The Director proposed revision to the DVD loan policy to allow 1 renewal and a 3-day grace period. He said the proposal is an effort to move toward a more consistent patron experience among BDPL and neighboring libraries. It is also a recognition that our DVD collection is now much larger than years ago and can satisfy most browsing patrons even if materials are out for a longer period. W. Jabas confirmed that renewals count as circulations. J. Baker asked what percent of renewals are done online. The Director said he could get that statistic and report at the next meeting. W. Jabas noted that renewals, especially if done online, potentially reduce the number of visits a patron may make to the library thereby reducing patron count.

It was moved by W. Jabas and seconded by E. Bennett to revise the DVD loan policy to include a 3-day grace period but no renewal. The motion carried unanimously.

c. Library Board member recruitment

The Director said that 3 Board member terms expire in 2017. He said he believes the Library's communication channels now reach quite a bit further than before, so if recruitment for new members has been a problem in the past he thinks there may be a chance potential new members would be reached with a call for interested parties. E. Bennett noted that it is customary to not recruit for new members until a current member resigns. She also said that Village public communications routinely mention that residents can express interest in serving on various committees.

d. Photocopier purchase cost revision

The Director presented a revised, increased purchase cost from the Xerox account representative. The benefits and drawbacks of continuing with the current lease terms versus outright purchase at the revised amount were discussed. Maintenance and supplies costs after purchase were also discussed.

It was moved by W. Jabas and seconded by A. Lutz to have the Library Director renegotiate the purchase price at a lower amount, and if unsuccessful, pay the quoted amount. The motion carried unanimously.

e. Discussion of approved July 4, 2017 holiday closure

E. Bennett noted that Village Administration has approved only July 4, 2017 as a closed holiday date for general services. She recommended that the previously-approved Library closure of July 1-4 be discussed in light of this information. The Director noted that this closure proposal was incorrectly based on July 4, 2016, which was a Monday, therefore justifying the Saturday closure. He also said that there is no past precedent for library closure on a weekend when there is not a Village Administration holiday or 'observed' holiday on the Friday or Monday around that weekend.

It was moved by J. Baker and seconded by E. Bennett to rescind their approval of the July 4th extended weekend closure. The motion carried unanimously.

VIII. Report of Friends of the Brown Deer Library

Next Friends of the Library meeting is scheduled for Thursday January 12 at 7PM at the Brown Deer Library Community Room. W. Jabas noted that she is working with Library staff to identify a Saturday for their annual Schlitz Audubon program. The Library Director said that \$209 in donations was received in the Patron Challenge donation box for December.

IX. Adjournment

Next meeting: February 13, 2017. *It was moved by W. Jabas and seconded by A. Lutz to adjourn at 5:57 P.M. The motion carried unanimously.*



Brian Williams-Van Klooster, Library Director
January 10, 2017