

BROWN DEER LIBRARY BOARD
August 13, 2018 MEETING MINUTES
HELD AT THE BROWN DEER PUBLIC LIBRARY
5600 WEST BRADLEY ROAD
(Unapproved)

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

I. Roll Call

Present: Board members: Board President Jabas, A. Lutz, S. Snyder
Also Present: Dana Andersen-Kopczyk, Library Director
Excused: J. Baker, R. Braden

II. Call for Additional Agenda Items

None

III. Persons Desiring to be Heard

None

IV. Consideration of Minutes:

a. June 11, 2018 – Regular Meeting

It was moved by A. Lutz and seconded by S. Snyder to approve the minutes of the June 11, 2018 regular meeting. The motion carried unanimously.

V. Unfinished Business

None

VI. Report of Library Director

a. Director's Report

Discussion centered on the overpayment made by MCFLS to member libraries. Payment was calculated using 2018's numbers rather than 2017's. Member libraries who received an overpayment had to decide whether to pay the amount back, or have it deducted from next year's payment.

It was moved by S. Snyder and seconded by A. Lutz to pay back MCFLS the overpayment amount of \$2,952 this year. The motion carried unanimously.

b. Usage Report

Circulation and library use is up. Computer use has dipped slightly, but this may be due to a better economy.

c. Revenue/Expense Report

There were no verbal highlights.

VII. New Business

a. Consideration of Vouchers: June and July 2018

It was moved by S. Snyder and seconded by A. Lutz to approve the payment of the June 2018 vouchers. The motion carried unanimously. It was moved by S. Snyder and seconded by A. Lutz to approve the payment of the July 2018 vouchers. The motion carried unanimously.

b. Discussion: Town Hall Meeting

Discussion revolved around the reason the Town Hall Meeting is being held, which is that the library needs new revenue sources.

c. Consideration: Changes to the Patron Rules of Conduct and Safe Children Policy

Over the summer, instances occurred where the library's policy on what must be worn in the library was questioned, specifically shirts and pants. It was determined that the requirement of pants/bottoms would be added in only if questioned again.

It was moved by S. Snyder and seconded by A. Lutz to change item 15 of the Patron Rules of Conduct to read: "Footwear and a shirt must be worn at all times in the library". The motion carried unanimously.

Library Director also requested that the Safe Children policy be reexamined; the policy used to state that young children 10 and under needed to be attended and supervised by an adult, but at that point was removed. After school, and especially during the summer, many children are dropped off at the library for long periods of time, and it was becoming harder for the library staff to continuously supervise, entertain, and feed them.

It was moved by S. Snyder and seconded by A. Lutz to change the first line of the second paragraph in the Safe Children policy to state: "Young Children 10 and under should be attended and adequately supervised by a parent/guardian or responsible caregiver". The motion carried unanimously.

VIII. Report of Friends of the Brown Deer Library

The Friends of the Library Book Sale will be held on Thursday August 23 through Saturday August 25. Any leftovers from the sale will be picked up on Monday. November 8 is the date of the Friends of the Library Auction.

IX. Adjournment

Next meeting: October 8, 2018. *It was moved by A. Lutz and seconded by R. Braden to adjourn at 5:46P.M. The motion carried unanimously.*



Dana Andersen-Kopczyk, Library Director
August 30, 2018