

BROWN DEER LIBRARY BOARD
August 14, 2017 MEETING MINUTES
HELD AT THE BROWN DEER PUBLIC LIBRARY
5600 WEST BRADLEY ROAD
(Approved 9/11/17)

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, W. Jabas, D. Neubauer, S. Snyder
Also Present: Brian Williams-Van Klooster, Library Director

II. Call for Additional Agenda Items

None

III. Persons Desiring to be Heard

None.

IV. Consideration of Minutes:

a. May 2017 – Regular Meeting

It was moved by W. Jabas and seconded by D. Neubauer to approve the minutes of the May 2017 regular meeting. The motion carried unanimously.

b. June 2017 – Regular Meeting

It was moved by W. Jabas and seconded by D. Neubauer to approve the minutes of the June 2017 regular meeting. The motion carried unanimously.

V. Unfinished Business: None

VI. Report of Library Director

a. Director's Report

Director Wms-VK highlighted staff changes, no change to lending limits, his work with other member libraries on a possible shared computer class program, the popularity of STEAM and Performer programs this summer.

b. Usage Report

Director Wms-VK noted the patron count estimate for June due to patron counter miscalibration.

c. Revenue/Expense Report

Director Wms-VK pointed out overexpenditures in the Building Maintenance account.

VII. New Business

a. Consideration of Vouchers: June-July 2017

It was moved by D. Neubauer and seconded by S. Snyder to approve the payment of the June-July 2017 vouchers. The motion carried unanimously.

b. Patron bans

Director Wms-VK shared details for two patron ban requests. Discussion of the infractions and appropriate ban lengths ensued. Both patrons will be banned following the Board's recommendations.

c. Library Personnel Manual revision

The Director described the changes requested as outlined in the packet. Past practice and reasoning for the clarification were discussed.

It was moved by S. Snyder and seconded by J. Baker to approve revision of the Library Personnel Manual as presented. The motion carried unanimously.

d. Library Page/Shelver duties/compensation

Director Wms-VK said that BDPL has longstanding practice of assigning Pages to work the public service desks for several hours on Saturdays, and filling in for LA absences. He said this direct public service work is the most demanding of circulation staff duties. He said he believes offering additional compensation to Pages for the hours they do these duties would demonstrate fairness in our work practices and allow Pages to be responsible for creating/updating library cards while at desk assignment. When asked, the Director said his calculations show additional expense of \$600/year for this change.

It was moved by S. Snyder and seconded by W. Jabas to increase Page/Shelver wages up to \$3 per hour over base wage. The motion carried unanimously.

e. CIP, Village Manager's recommendations

Director Wms-VK reported that all requested Library CIPs were unfunded. He said the unfunded status was discussed with the Village Manager after CIP release for Department review. He said he expressed concern to the Village Manager about the #1 priority project being unfunded (staff computers and peripherals) and then shared those same concerns with the Library Board. Board members asked what course of action could be taken to advocate for a change to fund this particular project. Director Wms-VK suggested advocacy on the part of member J. Baker to his colleague Trustees and the Village Manager. J. Baker suggested Library Board advocacy at budget sessions, and perhaps direct contact with Trustees. Director Wms-VK said he would draft some talking points in case members would like to contact Trustees.

f. High patron fees

President Lutz tabled this discussion to a future meeting.

VIII. Report of Friends of the Brown Deer Library

The Annual Book Sale is August 26-26 with a Member Preview the evening of the 24th. The next Friends meeting is September 14th in the Library Community Room.

IX. Adjournment

Next meeting: September 11, 2017. *It was moved by D. Neubauer and seconded by J. Baker to adjourn at 6:15P.M. The motion carried unanimously.*



Brian Williams-Van Klooster, Library Director
August 18, 2017