Library Board
MEETING MINUTES

February 20, 2023 - 6:00 PM
New Berlin Library - Heritage Room
15105 W Library Lane

Please note: Minutes are unofficial until approved at the next regular scheduled meeting.

MINUTES

1. CALL TO ORDER

Meeting called to order by President Marek at 6:02 p.m

2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

Members Present: Board Member Bock, Board Member Jung, Board Member Kalawa, Alderperson Kroupa, Board Member Orzel, Board Member Marek, Commissioner Stelzner

Members Excused: Dolores Greenawalt, Linda Maas

3. COMMITTEE REPORTS

A. Friends of the Library, Inc.

A book sale was held this past weekend, which raised $500. A book drive will be held March 18, 2023, for those who have donations for the next book sale.

4. CONSENT AGENDA--

MOTION: Motion to approve the consent agenda items

VOTE: Motion by: Commissioner Stelzner
Second by: Alderperson Kroupa
Motion Passed 7-0

A. Approval of minutes for January 16, 2023

B. Approval of Bills and Invoices

C. Set next meeting date for March 20, 2023

5. ADMINISTRATIVE REPORTS

A. President's Report

President Marek passed around a thank-you card from the staff for the Christmas gift cards. He also. reported attending the February 3, 2023, Library Lover's month event. Staff did a wonderful job after hours setting up a sample display of the Library of Things. Attendees enjoyed Pat McCurdy's performance. Staff is to be commended for their hard work. Finally, in follow-up to his report from last month, President Marek reported that he met with the President of the Fort Atkinson library board, Mr. Tom Fick. The two had a nice discussion. Mr. Fick was interested in the community events in which our library participates and our community experience pass program. He was impressed by how developed our Library of Things is and enjoyed our Makerspace.

B. Director's Report and Marketing Update from Laura Eastman, Public Services

Ms. Beacom reported that the annual report will be due this month. It will be finalized for sharing next month. A draft strategic plan will also be presented for review in March. The full report of the Library Director is attached to the minutes of the meeting. Laura Eastman gave a report from staff. Painters have come through in anticipation of upcoming spruce-ups. The lighting will also be improved for areas that are dimmer. The calendars that were distributed for the new year were part of the marketing plan. Over 130 have been distributed and feedback is appreciated. The Library of Things brochure has been updated and discussions are taking place as to how to better expose patrons to the Library of Things. One idea is to advertise the items on hang-tags posted in matching areas. Ex. A tag advertising cooking items will be hung in the cookbook section. The idea is to make the Library of Things and the other library offerings more cohesive. Plans are also in the works to update the newsletter and to acquire more experience pass opportunities. Kate Kennedy also gave a report from staff. Staff are about halfway through reorganizing the adult services materials on both the first and second floor. As part of the project, collections are being weeded. Kate also presented the draft marketing plan. One goal is to increase library usage by 18-35 year-olds. Staff are trying some community outreach efforts such as going to 1848 Coffee to engage with the public and register new users. New users get a card that gives them freebies from local businesses (this also promotes partnership between the Library and other community stakeholders). The final marketing plan will come back to the Board for approval.

C. Manager, and Kate Kennedy, Lead Adult Services Librarian

No report

6. NEW BUSINESS

A. Review of Annual Report

Specific details will be presented next month after final numbers are factored in.

B. Trustee Essentials - Section 10

The Board reviewed Section 10 of the Trustee Essentials A Handbook for Wisconsin on the topic of “Developing Essential Library Policies.”

This was an informational item and no action was required.

7. ANNOUNCEMENTS

No announcements

8. ADJOURN

MOTION: Motion to Adjourn

VOTE: Motion by: Commissioner Stelzner
Second by: Alderperson Kroupa
Motion Passed 7-0

Respectfully Submitted, Jill Kawala