CITY OF NEW BERLIN
LIBRARY BOARD - MINUTES
Monday, June 20, 2022

Regular Meeting	**Public Library**	**6:00 PM**

Please note: Minutes are unofficial until approved by the Library Board at the next regularly scheduled meeting.

PUBLIC COMMENT SESSION: Forms to sign up for public speaking will be available 30 minutes prior to the meeting, and made available to the Library Board Secretary. Forms received after the 6:00p.m. meeting start time will be heard based on Board approval. Subject to the procedures which immediately follow, for a 30- minute period prior to the commencement of this meeting of the New Berlin Library Board any person may address the Board members present. During this period for the members of the public to address the members of the Library Board the following procedures shall apply:

A. Individual presentations are limited to 2 minutes.
B. Privilege of the Floor shall last no longer than 30 minutes.
C. Presentations shall be limited to matters on the Library Board agenda for this meeting.
D. Presentations shall not deal in personalities or personal attacks on members of the Board or Library employees.
E. Presentations are not to be designed for purposes of engaging others in a debate or a response in this forum.
F. There may be a large number of residents that would like to speak and in order to provide as many residents as possible an opportunity to speak, the Chairperson may limit the amount of times a person can speak to only once.
G. Persons speaking should avoid duplication of the comments of other persons in their comments.
H. Speakers shall fill out a form with their name and address and give it to the Board Secretary before beginning their remarks.
I. Speakers shall also state their name and address at the beginning of their comments. These, along with a brief statement collected by the Secretary, will be available on the Library Minutes.
J. Those present, engaged in disruptive behavior during and after presentations will be asked to leave.

CALL MEETING TO ORDER

Meeting called to order by President John Marek at 6:00 P.M.

ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

Members Present: Ald. Charlotte Kroupa, Ruth Bock, Nathan Jung, Jill Kawala, Patti Orzel, Debbi Stelzner, John Marek (President),

Members Excused: Linda Maas and Dolores Greenawall

COMMITTEE REPORTS

ITEM: Friends of the Library:

The Friends plan to do a fundraiser sale (concessions) at the Summer Concert Series. Friends will also be slicing pies at the 4th of July festivities.

CONSENT AGENDA

ITEM: The following items were presented on the consent agenda:

- Minutes of May 2022
- Approval of Bills and Notices
- Library Activity Reports
- Next meeting July 18, 2022

MOTION: **Motion to approve the consent agenda**

VOTE: Motion by: Debbie Stelzner
Second by: Charlotte Kroupa
MOTION PASSED 7-0

END CONSENT AGENDA

ADMINISTRATIVE REPORTS

ITEM: Directors Report:

The Director's report is attached to the minutes of the meeting.

OLD BUSINESS

ITEM: Staff Survey -

Conversation was had to approve the 2022 Director Evaluation survey questions to be given to staff. The goal would be to have responses returned and compiled in time for the Director to have her evaluation at the July 2022 Board meeting.

MOTION: Motion to Approve the Staff Survey.

VOTE: Motion by: Patti Orzel
Second by: Charlotte Kroupa
MOTION PASSED 7-0

NEW BUSINESS

ITEM: Patti Orzel reported that the sub-committee have nominated John Marek for President, Nate Jung and Dolores Greenawalt for Vice-President, Jill Kawala and Dolores Greenawalt for Secretary, and Debbie Stelzner for Treasurer.

President Marek called three times for any additional nominations; none were made.

MOTION: Motion to vote by ballot

VOTE: Motion by: Charlotte Kroupa
Seconded by: Debbie Stelzner
MOTION PASSED 7-0

Relative to the Board President the votes having been counted, the results were:
John Marek – 7
Write-ins - 0

Relative to Vice-President, the votes having been counted, the results were:
Nate Jung – 4
Dolores Greenawalt – 3

Relative to Secretary, the votes having been counted the results were:
Dolores Greenawalt – 2
Jill Kawala - 5

Relative to Treasurer, the votes having been counted the results were:
Debbie Stelzner – 7-ins – 0.

(Ruth Bock and Patti Orzel, having received no nominations for office, counted all ballots).

ITEM: Development of an Ad-Hoc Committee for Library Director Evaluation:

Nate Jung, Ruth Bock, and John Marek volunteered to serve on the committee. The Committee will assemble the staff survey results, analyze the strategic plan, etc. and will put preliminary comments together for discussion for the July 2022 meeting.

MOTION: Motion to approve all three volunteers.

VOTE: Motion by: Debbie Stelzner
Second by: Charlotte Kroupa
MOTION PASSED 7-0

ITEM: Trustee Essentials Review:

Director Natalie Beacom presented two excerpts from Trustee Essentials: A Handbook for Wisconsin Library Trustees. The Trustee Job Description and Who Runs the Library were reviewed and discussed. This was an informational item and no action was taken.

ITEM: Meeting Room Policy Review:

Preliminary draft language was discussed. Natalie will discuss the draft with staff and solicit their input. This item will be held, with proposed changes to be discussed in July.

ADJOURN

MOTION: Motion to Adjourn

VOTE: Motion by: Debbie Stelzner
Second by: Charlotte Kroupa
MOTION PASSED 7-0

Meeting adjourned at 7:15 P.M.

Respectfully Submitted,

Jill Kawala