



**CITY OF NEW BERLIN
LIBRARY BOARD - MINUTES
Monday, August 15, 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.

ITEM: As was stated in the public notice, an opportunity for public comment was provided for those members of the public who registered in advance to speak. No members of the public filled out a speaker slip.

CALL MEETING TO ORDER

Meeting called to order by Vice-President Nate Jung at 6:02 PM.

ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

Members Present: Ald. Charlotte Kroupa, Ruth Bock, Nathan Jung, Jill Kawala, Linda Maas, Patti Orzel

Members Excused: Dolores Greenawalt, Debbi Stelzner, John Marek

COMMITTEE REPORTS

ITEM: Friends of the Library, Inc. –

The New Berlin Public Library book drive was this past weekend. The rough estimate is that a few thousand items were collected for the upcoming mid-September book sale.

CONSENT AGENDA

ITEM: Minutes of July 18, 2022 -

MOTION: Motion to approve the minutes, subject to corrections.

VOTE: Motion by: Patti Orzel
Second by: Charlotte Kroupa
MOTION PASSED 6-0

ITEM: Approval of Bills and Notices -

MOTION: Motion to approve the bills and invoices subject to the removal of a duplicate item.

VOTE: Motion by: Ruth Bock
Second by: Patti Orzel
MOTION PASSED 6-0

ITEM: Next meeting September 19, 2022

MOTION: Motion to set the next meeting for September 19th, 2022

VOTE: Motion by: Jill Kawala
Second by: Charlotte Kroupa
MOTION PASSED 6-0

END CONSENT AGENDA

ADMINISTRATIVE REPORTS

ITEM: President's Report –

President Marek was excused and Vice-President Jung had no comments.

ITEM: Directors Report –

No information was presented and no action taken.

OLD BUSINESS

ITEM: Meeting Room Policy and Procedure Review -

Natalie Beacom presented the revised draft of the policy. The new policy will stress that the Library does not advocate or endorse the viewpoints of meetings

or meeting room users.

MOTION: Motion made to adopt the revised policy as presented with the reference to the endorsement to be bolded.

VOTE: Motion by: Ruth Bock
Seconded by: Charlotte Kroupa
MOTION PASSED 6-0

ITEM: Library 2023 Budget Review -

Natalie gave highlights of the proposed 2023 budget. Among the adjustments is the request to fund an additional reference intern who will work with teens and tweens and filling a part-time librarian position that will work with the Youth Services Department with focus on community engagement and outreach. The proposed budget also hopes to streamline custodial services with the Department of Public Works. There are no major changes to the operational budget.

MOTION: Motion to approve and advance the presented budget.

VOTE: Motion by: Charlotte Kroupa
Seconded by: Patti Orzel
MOTION PASSED 6-0

CLOSED SESSION

MOTION: Motion to enter into closed session pursuant to Wis. Stat. §19.85(1)(c), for the purpose of evaluating the performance of the Library Director.

VOTE: Motion by: Ruth Bock
Seconded by: Patti Orzel
MOTION PASSED 6-0

The Board entered into closed session at 6:45 PM. Ms. Beacom was present in the closed session.

RECONVENE TO OPEN SESSION

The Board reconvened in open session at 6:56 PM

MOTION: Motion to approve the performance evaluation of the Library Director.

VOTE: Motion by: Patti Orzel
Seconded by: Linda Maas
MOTION PASSED 6-0

NEW BUSINESS

ITEM: COVID-19 Variant Public Health Update -

Although numbers are up slightly and monkey pox and polio are on the rise, there are no changes by the Health Department or other oversight/advisory agencies relative to masking or other restrictions. Library signage will remain at "masks recommended" at this time.

This was an informational item and no action was required on this item.

ITEM: Trustee Essentials Section 4 -

The Board reviewed Section 4 of the Trustee Essentials A Handbook for Wisconsin on Public Library Trustees Effective Board Meetings and Trustee Participation.

This was an informational item and no action was required.

ANNOUNCEMENTS

ITEM: No Announcements.

ADJOURN

MOTION: Motion to adjourn at 7:08pm

VOTE: Motion by: Ruth Bock
Seconded by: Charlotte Kroupa
MOTION PASSED 6-0

Respectfully Submitted,

Jill Kawala