



Library Board MEETING MINUTES

April 17, 2023 - 6:00 PM
New Berlin Library
15105 W Library Lane

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

MINUTES

1. CALL TO ORDER

President Marek called the meeting to order at 6:00 PM

2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

Present: Board Member Bock, Board Member Greenawalt, Board Member Jung, Board Member Kalawa, Board Member Maas, Commissioner Orzel, Board Member Marek

Excused: Board Member Stelzner, Alderwoman Kroupa

3. COMMITTEE REPORTS

A. Friends of New Berlin Library, Inc.

No report from the Friends. President Marek reminded the Board that the Friends book sale will be this weekend.

4. **CONSENT AGENDA**-----

MOTION: Motion to approve

VOTE: Motion by: Board Member Orzel
Second by: Board Member Bock
Motion passed 7-0

A. Approval of March 20, 2023 Meeting Minutes

B. Approval of Bills and Invoices

C. Next Meeting Date - May 15, 2023

5. ADMINISTRATIVE REPORTS

A. President's Report

President Marek brought up Director's evaluation which will happen in June. Members should give some thought about how we might proceed this year.

B. Director's Report

Library staff finished their evaluation process. Additional reporting on this is forthcoming. Natalie is also working on a succession document which would be used in the event of both an emergency absence of the Director or a more long-term vacancy in the Director's position. The Library Director's report is attached to the minutes of the meeting.

Youth Services Librarian, Christine Weichart joined the Director. Christine introduced the Library's newest circulating collection – a seed catalog. Seed libraries have increased in popularity since the onset of the COVID-19 pandemic. The program allows patrons to check out seeds and plant them....then harvest seeds to bring back to the Library.

6. OLD BUSINESS

MOTION: Motion to approve the Strategic Plan for 2023-25, subject to one grammatical change in the Mission Statement Section

VOTE: Motion by: Member Greenawalt
Second by: Member Kawala
Motion passed 7-0

A. 2021-2023 Strategic Plan-Summary

B. 2023-2025 Strategic Plan

7. NEW BUSINESS

A. Adjacent County Fund Requests - Jefferson County

The Jefferson County request was provided as an example of what these types of requests look like. This item does not require action and was provided for informational purposes only.

B. Allowable Costs - 2024

MOTION: Motion to approve

VOTE: Motion by: Board Member Bock

Second by: Board Member Jung
Motion passed 7-0

C. Material Collections Policy - Review

The policy was reviewed to ensure relevance to the present mission of the Library and alignment with best practices.

Edits were requested to the Materials Selection Inquiry Form relative to changing the word “book” to “material.” A final draft for approval will be presented for action next month.

D. Trustee Essentials - Weeding Shelf-By-Shelf

Information was provided as to what “weeding” entails. There must be a balance between removing too much and allowing library space to turn into an archive. The book that the excerpt came from has been helpful to the staff as they weed the current collections. Materials weeded from our Library are typically sold by the Friends of the Library.

8. ANNOUNCEMENTS

No announcements were made.

9. ADJOURN

MOTION: Motion to adjourn at 6:57 PM

VOTE: Motion by: Member Orzel
Second by: Member Bock
Motion passed 7-0

Respectfully Submitted,

Jill Kawala