

MINUTES
New Berlin Public Library Board Meeting
May 15, 2023, 6:00 p.m.
New Berlin Public Library
15105 Library Lane
Heritage Room

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

ATTENDANCE:

Present: Ruth Bock, Dolores Greenawalt, Nate Jung, Jill Kawala, Charlotte Kroupa, Linda Maas, Patti Orzel, and John Marek
Members Absent and Excused: Debbie Stelzner

FRIENDS OF THE LIBRARY:

The first book sale of the year was had, which raised about \$7,000. A mini book and puzzle sale will be held this coming weekend. A volunteer brunch is coming up in June and there may be more mini sales this summer.

CONSENT AGENDA ITEMS:

The following items were presented on the consent agenda:

- A. Approval of April 17, 2023 minutes
- B. Approval of Bills and Invoices
- C. Next meeting date: June 19, 2023

Member Bock made a motion to approve the consent agenda items with the provision that the minutes, as posted by the City Clerk:

- Be corrected to remove reference to Items 6A and 6B
- Be amended to correct the roll call relative to the spelling of Member Kawala's name.
- Be amended to correct title to Member Orzel's title, erroneously stated as "Commissioner."

The motion was seconded by Member Orzel. The motion passed on a vote of 8-0.

ADMINISTRATIVE REPORTS

President's Report –
No report this month.

Director's Report and 2023 Summer Reading Program Update -

The Library Director's report is attached to the minutes of the meeting. June 1st will be the kick off for the Summer reading program, the theme for which is "Find Your Voice." There will be craft programs, performers, an educational zoo, among other activities.

Right now staff is promoting the program in local schools. Staff has also done family engagement activities in some of the schools, too.

OLD BUSINESS

Materials Collection Policy Review

The final edits were made to the policy revisions.

A motion was made by Member Greenawalt, seconded by Member Maas to approve the revised policy. The motion passed on a vote of 8-0.

NEW BUSINESS

A. Meeting Room Policy

Revisions to the Meeting Room Policy were discussed. Proposed revisions included increasing the staff processing time and clarity relative to prohibited uses. A form will be developed for those applicants who are denied to appeal to the Board. The form will be discussed next meeting.

A motion was made by Member Jung, seconded by Member Greenawalt to approve the revisions to the policy and to authorize the Library Director to develop the form .

Motion passed 8-0.

B. Waukesha County Library Standards Certification

Our 2022 target was to reach services ratio of 95%. We made it to 94.3%. We met all other criteria. The next step is to advance this item to the Common Council.

A motion was made by Member Orzel, seconded by Member Kroupa, to approve this item. Motion passed 8-0.

C. Nomination Committee for Library Board Officer Elections

Members Orzel, Greenawalt, and Bock volunteered to form a nominating committee for the next election of officers. A motion to appoint the three was made by Member Kroupa, seconded by Member Jung. Motion passed 8-0.

D. Library Director Evaluation - Process and Development of Ad Hoc Committee

Members Jung & Greenawalt volunteered to conduct the staff survey.

Members Marek, Jung, and Greenawalt volunteered to review the process for the Library Director's evaluation. The City's new form will also be reviewed.

A motion was made by Member Orzel, seconded by Member Bock, to approve the formation of these sub-committees. Motion passed 8-0.

E. Trustee Essentials: Library Trustee Refresher

This item will be postponed to the next meeting.

ANNOUNCEMENTS

President Marek thanked Member Maas, who is stepping down. The Board expressed appreciation for her hard work on the Board and wished her well.

ADJOURNMENT

Member Jung moved to adjourn. Member Kroupa seconded the motion, which passed on a vote of 8-0.

Meeting adjourned at 7:10 P.M.

Respectfully submitted,
Jill Kawala