MINUTES
New Berlin Public Library Board Meeting
July 17, 2023, 6:00 p.m.
New Berlin Public Library
15105 Library Lane
Heritage Room

Meeting called to order by President Marek at 6:01 P.M.

ATTENDNACE:

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

FRIENDS OF THE LIBRARY:

No report this month.

CONSENT AGENDA ITEMS:

The following items were presented on the consent agenda:

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

Member Kroupa made a motion to approve the consent agenda. The motion was seconded by Member Orzel. The motion passed on a vote of 6-0.

ADMINISTRATIVE REPORTS

President's Report –

President Marek reported that Member Stelzner has submitted a letter of resignation from the Board. Her experience will be something we can all draw on. Director Beacom will explore purchasing a memorial brick in recognition of her years of service. It its expected that the Common Council will make an appointment to fill the vacancy left by Debbie.

Director's Report and 2023 Summer Reading Program Update -

A request has been made to the Friends of the Library to make some improvements to the audio-visual system in the Community Room and the Heritage Room to make them HDMI compatible and improve WI-FI capabilities. Promotional materials were also ordered. They are very professional looking and collapse and travel well for events off-site. The Friends of Library helped fund those materials.

OLD BUSINESS

Overdose Aid Kits

Questions from the June meeting were posed by the Director to the City Attorney, Fire Department and other city administrators. But there are still questions about how this will be implemented across City departments. We are covered legally under "good Samaritan" laws and Library staff got the same training as other first responders. Questions remain, then, about the extent that we would be requiring employees to put themselves in harms way.

Discussion of this matter will be postponed.

Library Director Evaluation

President Marek called for a motion to retire to closed session pursuant to Wis. Stat. 19385(1)(c) for the purpose of discussing the performance of the Library Director.

The motion was made by Member Kroupa and seconded by Member Bock. Motion passed on a vote of 6-0.

The Board was in closed session from 6:22 p.m. to 6:42 p.m.

Member Kroupa moved to return to open session which was seconded by Member Bock.

Upon returning to open session, Member Bock moved approval of the evaluation, subject to a grammar correction and additional comments on the strategic planning work. Motion was seconded by Member Jung. Motion passed on a vote of 6-0.

Member Kroupa moved to return to closed session. Motion was seconded by Member Orzel.

The Board returned to closed session from 6:45 to 7:03 p.m.

Upon returning to open session, Member Kawala moved to increase the salary of the Library Director to $107,049.88 (the midpoint of salary range 14) effective upon Board approval. The motion was seconded by Member Bock. Motion passed 6-0.

NEW BUSINESS

A. Library Meeting Room Policy

Director Beacom recommended amending the policy to include an opportunity for those denied room use permission to appeal the denial. A ten-day appeals time will be allowed. A draft appeals form was presented for consideration that will standardize the appeal process.

Member Kawala moved to amend the policy and approve use of the appeal form. Motion was seconded by Member Orzel. Motion passed on a vote of 6-0.

B. 2024 Library Operating Budget Review

An early discussion on the 2024 operating budget was conducted. Relative to Salaries, Director Beacom would like to increase a Circulation Aide to a Circulation Lead Position. This change is being made in preparation for an anticipated retirement, to allow for succession. Relative to Operations, it was recommended to the Director that she increase that category slightly relative to electricity and heating. There is also an anticipated increase in the Library Materials budget, based on Department of Instruction population levels. Funds will also be added to Young Adult programming to allow for service specifically directed to patrons aged 8-13.

Other categories generally have no recommended changes. Projected revenue includes fines and fees and the projections look positive. Improvement plans such as installing bottle refill/water fountain stations, carpet and replacement, and changes to the cooling system have been considered for the next budget period.

No action was required at this time.

ANNOUNCEMENTS

No announcements.

ADJOURNMENT

Member Jung moved to adjourn. Member Bock seconded the motion, which passed on a vote of 6-0.

Meeting adjourned at 7:58 P.M.

Respectfully submitted,
Jill Kawala