

**MINUTES**  
**New Berlin Public Library Board Meeting**  
**September 18, 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, Chuck Garrigues, Nate Jung, Jill Kawala, Charlotte Kroupa, Patti Orzel, Barb Uhen, and John Marek

Members Absent and Excused: Dolores Greenawalt

Staff Members Present: Kate Kennedy and Michelle Neubauer.

**FRIENDS OF THE LIBRARY:**

The Friends did not present a report; however it was noted that last weekend's books sale was the second-most successful sale so far.

**CONSENT AGENDA ITEMS:**

The following items were presented on the consent agenda:

A. Approval of August 21, 2023 minutes

B. Approval of Bills and Invoices

C. Next meeting date: October 16, 2023

Member Bock made a motion to approve the consent agenda items. The motion was seconded by Member Orzel. The motion passed on a vote of 8-0.

**ADMINISTRATIVE REPORTS**

*President's Report* – President Marek reported that he has attended the vendor meetings for the website work and continues to be impressed with the work.

*Director's Report* - Director Beacom's report is included with the agenda packet. Two staff members joined the meeting to give reports.

Michelle Neubauer reported that experience passes are well circulated. Passes seem to go out as soon as they come back. The newest pass is for the International Crane Foundation. Staff continue to try to find new opportunities for passes. A flyer was prepared to help advertise the passes. The full usage report is included in the agenda packet.

Kate Kennedy reported that movie matinees are back, this time, with an interactive element. (Attendees can vote on what the next movie might be). The first one was last

month and had about 40 attendees. Monday Maker nights, targeted programming for adults, are now being offered. Last year's Oktoberfest was a success and is coming back this year and will include a concert and a flea market. Future plans include a hobbit party, voter registration program, lit boxes for teens, Manhattan short film festival, and book clubs.

## **OLD BUSINESS**

*Library Communications Plan* – The Communications plan is meant to align the strategic plan with how the library will communicate with the community. The plan will include an enhanced marketing infrastructure, optimizing social communications, improving web-based communication, and optimizing direct connections with the community.

Member Orzel moved approval of the plan, with Member Garrigues seconding. The motion passed on a vote of 8-0.

## **NEW BUSINESS**

Director Beacom shared information about a patron who has violated the Library Code of Conduct to the extent that revocation of library privileges is warranted. The proposed revocation notice was reviewed by the City Attorney.

Member Kawala moved to uphold the decision of the Director to revoke the patron's library privileges for one year, with a request to the New Berlin Police Department that they serve the patron the notice. Member Kroupa seconded the motion, which passed on a vote of 8-0.

## **ADJOURNMENT**

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

Meeting adjourned at 7:14 P.M.

Respectfully submitted,  
Jill Kawala