

Minutes
New Berlin Public Library Board Meeting
January 15, 6 P.M.
New Berlin Public Library
Heritage Room

The meeting was called to order by President Marek at 6:02 P.M.

Attendance:

Members Present: Nate Jung, Charlotte Kroupa, Chuck Garrigues, John Marek, Dolores Greenawalt, Barb Uhen and Patti Orzel

Members Absent and Excused: Ruth Bock and Jill Kawala

Staff Members Present: Natalie Beacom

Friends of the Library:

The Friends did not submit a report.

Consent Agenda Items:

The following items were presented on the consent agenda for approval:

- A. Minutes from November 20, 2023
- B. Next meeting date: February 19, 2024
- C. Bills and Invoices through December 31, 2023
- D. Library Activity Reports

Trustee Garrigues made a motion to approve the consent agenda items. It was seconded by Trustee Jung. The motion passed on a vote of 7-0.

Administrative Reports:

President's Report: President Marek shared a thank you note from the library staff.

Director's Report: Director Beacom's written report is included with the agenda packet. It is available on line at the City of New Berlin's website.

Director Beacom announced that the library opened on Sunday, January 14th with expanded hours from 9 A.M. to 1 P.M. The library was closed Friday and Saturday due to the weather emergency. Over 250 patrons visited on Sunday; 11 used the library to recharge their devices and seek shelter because of power outages. Director Beacom will be working with the Department of Emergency Management to purchase disposable blankets and arming pads as a part of the city's Continuity of Service Plan. A training session for staff regarding Continuity of Service is scheduled for Tuesday, January 16, 2024.

The Woodbridge Church, located at 13800 W. Howard Avenue in New Berlin, asked to designate the library as a pick-up point for students in the event of an emergency. The library was recommended to them by the New Berlin Police Department. Director

Beacom will work with City Attorney Mark Blum to write a Memorandum of Understanding.

The library's new website is set to launch at 1 P.M. on Tuesday, January 16th. Director Beacom demonstrated some of the improved features to the board, including Quick Links to reserve rooms and review recommend books. Director Beacom noted that circulation increased by 7% in the last year, returning to pre-pandemic levels. The new website will make it easier to collect and analyze customer service data and provide feedback to staff.

The New Berlin Police Department completed a security review on library's gift shop. The possibility of locking the east entrance after 5 P.M. was discussed. The installation of magnetic door security system for the gift shop will be explored.

OLD BUSINESS

- A. *Library Code of Conduct Revision* – Director Beacom shared the revised Code of Conduct including the introduction noting that the list of violations is not all-inclusive, but rather subject to the discretion of the Director or her Designee. A motion was made to approve the Code of Conduct by Trustee Kroupa and seconded by Trustee Garrigues. The motion was passed on a vote of 7-0. The revised Code of Conduct will be posted on the website and available at the reference desks. The feasibility of including a check-off box to the on-line room reservation process indicating that patrons have read the Code of Conduct will be explored.

NEW BUSINESS

ANNOUNCEMENTS:

Director Beacom will be on medical leave from January 25th – March 1st. Michelle Neubauer, Library Services Manager, and Laura Eastman, Public Services Manager, will share the Director's duties during her absence.

Trustee Kroupa made a motion to adjourn. It was seconded by Trustee Uhen. The motion passed on a vote of 7-0.

The meeting was adjourned at 6:45 P.M.

Respectfully submitted,
Patti Orzel