

**Minutes**  
**New Berlin Public Library Board Meeting**  
**June 17, 2024, 6:00 P.M.**  
**New Berlin Public Library**  
**Heritage Room**

The meeting was called to order by President Marek at 6:00 P.M.

**Attendance:**

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

Members Absent and Excused: Jill Kawala

Staff Members Present: Natalie Beacom, Director

Others Present: Kathy Wiemelt, President, Friends of the Library

**Friends of the Library:**

Kathy Wiemelt reported that the Friends held their annual Volunteer Brunch on Saturday, June, 1<sup>st</sup>. The Friends will be helping at the City's at the Annual Fourth of July Celebration at the Pie Baking Competition. A mini-book sale is scheduled for September.

**Consent Agenda Items:**

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

- A. Minutes from May 20, 2024
- B. Next meeting date: Monday, July 15, 2024
- C. Bills and Invoices through May 31, 2024
- D. Library Activity Reports

Trustee Bock made a motion to approve the consent agenda items. It was seconded by Trustee Kroupa. The motion passed 8-0.

**Administrative Reports:**

*President's Report:* President Marek announced that Director Beacom was the recipient of 2024 *John W. Bauer Employee Excellence Award*. Trustee Orzel made a motion commending Director Beacom for her accomplishment and thanking the city for their recognition. It was seconded by Trustee Garrigues. The motion passed 8-0.

*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 was transitioning from analog to digital data lines. The digital lines offer several benefits including increased security.

President Marek noted that circulation decreased in May by 10%. Director Beacom thought that this was a temporary drop and library use will increase in June when students were on summer break. As a part of their marketing initiative, the staff are monitoring the circulation of popular titles. Additional copies of books are now purchased when three editions are simultaneously in circulation.

Wimmer Communities and ProHealth Regency Senior Communities are sponsoring only one summer concert this year. Sunset Symphony with the Concord Chamber Orchestra will perform on Friday, August 9<sup>th</sup>, 5:30 – 7:30 P.M. on the Library Green. The evening will also feature food trucks, crafts, and family-friendly activities.

Burn permits are now available only at the library. This gives the library the opportunity to interact with a wider range of citizens. Bicycles can now be borrowed for 3-days with a library card. The bikes are available in library's lobby. Bike racks are also available to assist patrons in transporting the bikes safely to recreational areas.

#### **OLD BUSINESS:**

- A. *Director Evaluation Process:* A motion was made by Trustee Kroupa, seconded by Trustee Garrigues, to adjourn into closed session pursuant to Section 19.85(1)(c)(e), and (f) of the Wisconsin Statutes to consider the Director's Annual Evaluation. The motion was passed on a vote of 8-0. The meeting was adjourned in to closed session at 6:10 P.M.

President Marek returned the meeting to order at 6:45 P.M.

A motion was made by Trustee Greenawalt to approve the Director's evaluation. It was seconded by Trustee Bock. The motion passed 8-0.

- B. *Nominating Committee and Election of Officers:* The Nominating Committee proposed that the following members serve as officers: John Marek, President; Nathan Jung, Vice-President; Patti Orzel, Secretary; Ruth Bock, Treasurer. Trustee Greenawalt moved to nominate the candidates as a slate. It was seconded by Trustee Garrigues. The motion was approved 8-0.

President Marek asked for additional nominations from the floor. There were none. Trustee Garrigues moved to close the nominations. It was seconded by Trustee Greenawalt. The motion was approved 8-0.

Trustee Greenawalt made a motion to approve the slate of officers as presented by the Nominating Committee. It was seconded by Trustee Garrigues. The motion was approved 8-0.

**NEW BUSINESS:**

- A. Trustee Essentials- Chapter 8 (Page 59): There were no questions or comments.

**ANNOUNCEMENTS:**

Trustee Bock asked the Director to develop a flow chart showing the various deadlines for the submission of important documents (i.e. budget, standards, etc.). Director Beacom will prepare and present the flow chart at the next meeting

**ADJOURNMENT**

Trustee Kroupa made a motion to adjourn. It was seconded by Trustee Greenawalt. The motion passed on a vote of 8-0.

The meeting was adjourned at 7:00 P.M.

Respectfully submitted,

Patti Orzel, Secretary