

Minutes
New Berlin Public Library Board Meeting
November 20, 2023, 6 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, Patti Orzel, Barb Uhen and John Marek

Members Absent and Excused: Chuck Garrigues, Jill Kawala and Dolores Greenawalt

Staff Members Present: Natalie Beacom, Michelle Neubauer and Laura Eastman

Friends of the Library:

The Friends did not submit a report; however, it was noted that the annual Nutcracker Sweets Holiday Fund Raiser is scheduled for Saturday, December 2, 10:00 A.M. to 2:00 P.M.

Consent Agenda Items:

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

- A. Minutes from October 16, 2023
- B. Next meeting date: Monday, December 18, 2023
- C. Bills and Invoices through October 31, 2023
- D. Library Activity Reports

Trustee Uhen made a motion to approve the consent agenda items. It was seconded by Trustee Bock. The motion passed on a vote of 6-0.

Administrative Reports:

President's Report: President Marek reported that the vendor meetings for the updated website were completed. He remains impressed with the quality of the work and process.

Director's Report: Director Beacom's report is included with the agenda packet which is available on line. Director Beacom highlighted the library's first Kindermarket on Thursday, December 7, 6:00 P.M. to 8:00 P.M. in the Community Room. Kid entrepreneurs will be selling their own handmade craft items and Santa is scheduled to stop by for photos. The library is coordinating with the New Berlin Rec Department who has scheduled the City Center Tree Lighting and opening of the ice-skating rink on the same evening.

Michelle Neubauer added that Christine Weichart served as the coordinator for the library's participation in The Wisconsin Science Festival, a statewide celebration featuring activities such as hands-on science exhibitions, demonstrations, performances,

tours, workshops and more. Christine has served as the Science Festival coordinator for the past 3 years. The library staff also worked with the New Berlin Rec Department and Enjoy New Berlin on Brews and Boos which attracted over 400 participants. Kate Kennedy and Sarah Poppe handed out bags of (gummy) bookworms at the event.

OLD BUSINESS

- A. *2024 Library Operating Budget* – Director Beacom reviewed the budget as passed by the Common Council on November 14, 2023. President Marek asked about the future budgetary impact of publishers placing limits on the lending of digital materials. Director Beacom reported that most of the library's collection remains in a traditional print format; however, we will need to be mindful of the budgetary implications as digital formats become more common-place. A motion was made by Trustee Kroupa to approve the 2024 Budget as passed by the City Council. It was seconded by Trustee Jung. The motion was passed on a vote of 6-0.
- B. *2024 Annual Addendum to the Bridges Library System Member Library and CAFÉ Agreements* – The agreement was signed by President Marek.

NEW BUSINESS

- A. *Library Code of Conduct Revision* – Director Beacom shared a better organized Code of Conduct to communicate more effectively with both staff and patrons. It was suggested by Trustee Jung that language be inserted 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 Block and seconded by Trustee Uhen. The motion was passed on a vote of 6-0.
- B. *Library Calendar-2023-24 Closings* - Director Beacom presented a revised calendar closing the library on December 6, 2023 from 9:00 A.M. to 11:00 A.M. to accommodate the library staff's attendance at the Mayor's Holiday Breakfast at City Hall. A motion was made by Trustee Kroupa and seconded by Trustee Jung to approve the revised calendar. The motion was passed on a vote of 6-0.
- C. *Library Tile Flooring Project* - Director Beacom reported that the surface of tile in the front entrance to the library is steadily degrading. So many tiles have already been replaced that the "attic stock" has been exhausted. Director Beacom has been in consultation with Adair Commercial Flooring who suggested a porcelain tile with an anti-slip coating. The process of removal and replacement of the tile may present safety hazards to patrons. As a result, Director Beacom requested modified access to the library building from December 11 – 14, 2023 and December 18 – 21, 2023. During this time

patrons will still be able to access library materials through drive-up and curbside services. The building will be open to the public for scheduled meetings and activities after 3:00 P.M. until closing. The staff will work their regularly assigned hours. The board suggested a variety of ways to communicate the change in hours to our patrons. The removal of the tile will also require modified use of the security gates located in the lobby. A motion was made by Trustee Jung and seconded by Trustee Bock to proceed as outlined by the Director with the plan to replace the tile in the front entrance. The motion was passed on a vote of 6-0.

- D. *Library WebCalendar and Website Update and Demo* – Director Beacom gave a demonstration of the new website. Tuesday, January 16th, 2024 is the target date for the public debut.

ANNOUNCEMENTS:

Trustee Bock moved to cancel the Library Board's meeting scheduled for Monday, December 18, 2023. The motion was seconded by Trustee Kroupa. The motion passed on a vote of 6-0. The next meeting will be on Monday, January 15, 2024 at 6:00 P.M.

Trustee Kroupa moved to adjourn. Trustee Jung seconded the motion which passed on a vote of 6-0.

The meeting was adjourned at 7:20 P.M.

Respectfully submitted,
Patti Orzel