Minutes
New Berlin Public Library Board Meeting
January 20, 2025, 6:00 P.M.
New Berlin Public Library
Marion Onesti Board Room

Public Comment Session
Two members of the American Association of University Women – West Suburban Branch, Susan McKinley, 17490 Crest Hill Drive, and Carol Dadaian, 14121 W. Honeyager Drive, asked the board to reconsider their request to use the Community Room for the AAUW's Annual Tea. This event raises money to support six $2,000 scholarships. AAUW is a 501(c)(4) organization, and has used the Community Room as the venue for their Annual Tea for fourteen years.

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

Roll Call; Declaration of Quorum; Public Notice

Attendance:
Members Present: Chuck Garrigues, Nate Jung, Jill Kawala, Charlotte Kroupa, John Marek, and Patti Orzel
Excused: Ruth Bock, Dolores Greenawalt and Barb Uhen
Staff Members Present: Natalie Beacom, Director

New Business

A. *Meeting Room Appeal:* Trustee Orzel made a motion to amend the agenda to address the meeting room appeal submitted by the AAUW. The motion was seconded by Trustee Garrigues. The motion was passed on a vote of 6-0.

   Trustee Orzel made a motion to accept meeting room appeal submitted by the AAUW provided their use of the room fully complies with the library's hours of operation and the library is not held responsible for the safety the of AAUW's China and tea services. It was seconded by Trustee Kawala. The motion was passed on a vote of 6-0.

Committee Reports

A. Friends of the Library:
   Director Beacom announced that the FOL held their first pop-up sale of 2025 on Saturday, January 19th, raising approximately $1,900.

Consent Agenda Items:

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

A. Minutes from Monday, November 18, 2024
B. Next meeting date: Monday, February 17, 2025
C. Bills and Invoices through December 31, 2024

Trustee Kawala made a motion to approve the consent agenda items. It was seconded by Trustee Jung. The motion passed 6-0.

Administrative Reports:

President's Report: None

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 reiterated that it was a great year for the library with record-breaking attendance of 25% over the previous year. The library has joined the Institute of Museum and Library Services. The Institute is sponsoring a study on the selection and training of library trustees. The board members were encouraged to complete a survey for the study if one is received via email.

OLD BUSINESS:

A. *Code of Conduct Policy Revisions:* The policy was reviewed and several suggestions made including:
   - Limiting the time for an appeal to 2 minutes;
   - Identifying "arbitrary and capricious" as the sole criteria for board review;
   - Indicating that the board may accept, modify, or reject the recommendation of the director; and
   - Requiring the patron to leave the library for *two full business days* following a third warning regarding inappropriate/disruptive behavior.

B. Library's Continuity of Operations Plan-Annual Review Complete – Update Only: Director Beacom reported that the annual review had been completed with the city's emergency manager. The Director Beacom was asked to share some general highlights with the board at the next meeting.

C. *Donation Guidelines:* The proposed policy was reviewed. The board asked for clarification on how the policy could best be worded to apply to donations made to the Friends of the Library as well as those directly made to the library. The matter will be reviewed.

D. *Trustee Essentials: Terms and Acronyms:* Some trustees were unable to access the chapter. As a result, the chapter will be discussed at the next meeting of the board.

ANNOUNCEMENTS:

The next meeting is at 6 P.M. on Monday, February 17th, 2025 in the Marion Onesti Board Room.

ADJOURNMENT

Trustee Kroupa made a motion to adjourn. It was seconded by Trustee Garrigues. The motion passed on a vote of 6-0. The meeting was adjourned at 7:00 P.M.

Respectfully submitted,

Patti Orzel, Secretary