

Minutes
New Berlin Public Library Board Meeting
November 18, 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, Chuck Garrigues, Dolores Greenawalt, Nate Jung, Jill Kawala, Charlotte Kroupa, John Marek, Barb Uhen and Patti Orzel
Staff Members Present: Natalie Beacom, Director
Others Present: Kathy Wiemelt, President, Friends of the Library

Friends of the Library:

Kathy Wiemelt reported that the FOL's last event of the year, Nutcracker Sweets, will be held on Saturday, December 7th, 9 A.M. – 2 P.M, in the Community Room. The fund raiser will feature cookies for purchase by the pound, crafts as well as books, puzzles, CDs, and DVDs. It is also the last opportunity to purchase raffle tickets for quilts and gift baskets.

Consent Agenda Items:

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

- A. Minutes from Monday, October 21, 2024
- B. Next meeting date: Monday, January 20, 2025
- C. Bills and Invoices through October 18, 2024

Trustee Kroupa made a motion to approve the consent agenda items. It was seconded by Trustee Garrigues. The motion passed 9-0.

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 announced that the library set another attendance record for October, the fifth month in a row. During the month, the library staff served over 17,000 visitors, an 18% increase from 2023. A few weeks ago, there was a potential gas leak in the building. The staff utilized their in-service training to address the problem and ensure safety. Several gaskets were repaired.

OLD BUSINESS:

- A. *2025 Library Operating Budget* – The Mayor and Common Council approved the 2025 Operating Budget with no major changes on Tuesday, November 12th. Trustee Kawala made a motion for the Library Board to approve the operating budget for 2025. It was seconded by Trustee Garrigues. The motion was approved 9-0.
- B. *Library Holiday and Closure Schedule – Revision*- The Director asked to reschedule the staff development day on April 11th for April 4th. The motion was made by Trustee Kroupa. It was seconded by Trustee Greenawalt. The motion passed 9-0.

NEW BUSINESS:

- A. *Code of Conduct Policy Revisions* – The policy was reviewed and several suggestions made. The Director will make the appropriate revisions and ask the City Attorney for his review.
- B. *2025 Annual Addendum to the Bridges Library System – Member Library and CAFE Agreements* – President Marek and Secretary Orzel signed the document as required.
- C. *Bridges Library System Annual Report* – It was noted that the New Berlin Public Library is involved in all aspects of programming offered in the Bridges System. The possibility of Bridges offering more training for trustees was suggested by President Marek. The staff was encouraged to continue applying for competitive grants such as the one recently received to make the Community Room more accessible for the hearing impaired.
- D. *Trustee Essentials: Chapter 14: The Library Board and the Open Meetings Law* - Due to technical difficulties, Chapter 14 will be discussed at the next meeting of the board.

ANNOUNCEMENTS: There will be no Library Board meeting in December. The next meeting date is 6 P.M. on Monday, January 20, 2025

ADJOURNMENT

Trustee Kroupa made a motion to adjourn. It was seconded by Trustee Bock. The motion passed on a vote of 9-0. The meeting was adjourned at 6:45 P.M.

Respectfully submitted,

Patti Orzel, Secretary