

**BROWN DEER LIBRARY BOARD**  
**January 9, 2023 MEETING MINUTES**  
(Approved)

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The meeting was called to order by D. Andersen-Kopczyk at 5:03 P.M.

**I. Roll Call**

Present: Board members: A. Ridosko, D. Zimmer, and D. Brown  
Also Present: Dana Andersen-Kopczyk, Library Director  
Excused: R. Braden  
Absent: C. McGuigan

**II. Call for Additional Agenda Items**

None

**III. Persons Desiring to be Heard**

None

**IV. Consideration of Minutes:**

- a. November 14, 2022 – Regular Meeting

*It was moved by A. Ridosko and seconded by D. Brown to approve the minutes of the November 14, 2022 regular meeting. The motion carried unanimously.*

**V. Unfinished Business**

None

**VI. Report of Library Director**

- a. Director's Report

The library did have to close at 5:00PM on Wednesday December 14th due to so many staff members being out sick. Other libraries in the system are experiences high volumes of staff calling in sick (Covid, flu, sick children, etc). Most libraries have a minimum number of staff that need to be in the building in order for the library to remain open, and those few who do not will be presenting it to their board at their next meeting. The majority of libraries with a policy requiring a minimum number of staff require 3-4 staff members (we require 3). Dana would like to train two existing staff members on Reference Desk duties, so they might be able to help fill in at the Reference Desk on the days where it is short staffed. Dana will be finalizing staff goals for 2023 in early January. The annual report information will be sent to library directors on January 20th, with reports due by March 1st. System Director Steve Hesel is recommending that board meetings for libraries be pushed as far back in February as possible, to give directors the time to complete the report so it can be approved before the March 1st deadline. Full time staff received their 2023 goals in December, and Dana has elected to give goals to the part time staff as well (not required by the Village).

- b. Usage Report

There were no verbal highlights or discussion of the report.

- c. Revenue/Expense Report

There were no verbal highlights or discussion of the report.

**VII. New Business**

- a. Consideration of Vouchers: November 2022 and December 2022

*It was moved by A. Ridosko and seconded by D. Brown to approve the payment of the November 2022 vouchers. The motion carried unanimously. It was moved by A. Ridosko and seconded by D. Brown to approve the payment of the December 2022 vouchers. The motion carried unanimously.*

- b. Consideration: 2023 Holiday Closings

*It was moved by A. Ridosko and seconded by D. Brown to approve the 2023 Holiday Closings. The motion carried unanimously.*

- c. Discussion: Library Director's 2023 Goals

There were no verbal highlights or discussion of the report.

d. **Consideration: Changing the Date of the February 2023 Meeting**

*It was moved by A. Ridosko and seconded by D. Brown to change the February 2023 Library Board Meeting to Monday February 27<sup>th</sup> at 4:30PM. The motion carried unanimously.*

**VIII. Report of Friends of the Brown Deer Library**

The next meeting of the Friends of the Brown Deer Library will take place on Thursday January 12<sup>th</sup>.

**IX. Adjournment**

**Next meeting: February 27, 2023**

*It was moved by D. Brown and seconded by A. Ridosko to adjourn at 5:36 P.M. The motion carried unanimously.*

A handwritten signature in black ink, appearing to read "Dana Andersen-Kopczyk". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Dana Andersen-Kopczyk, Library Director  
January 11, 2023