

BROWN DEER LIBRARY BOARD
April 10, 2023 MEETING MINUTES
(Approved)

The meeting was called to order by D. Andersen-Kopczyk at 5:00 P.M.

I. Roll Call

Present: Board members: President R. Braden, D. Zimmer, and C. McGuigan

Also Present: Dana Andersen-Kopczyk, Library Director

Absent: D. Brown

Excused: A. Ridosko

II. Call for Additional Agenda Items

None

III. Persons Desiring to be Heard

None

IV. Consideration of Minutes:

- a. February 27, 2023 – Regular Meeting

It was moved by D. Zimmer and seconded by C. McGuigan to approve the minutes of the February 27, 2023 regular meeting. The motion carried unanimously.

V. Unfinished Business

None

VI. Report of Library Director

- a. Director's Report

The library's Seed Library is now "open" to the public, and has been very popular. Several seed varieties were completely claimed the first week. However, library staff has already been able to determine that we are offering too many different types of seeds, and to lessen the staff work load for next year the library will offer less types of varieties, but then more of each type. The library will no longer be holding kits (such as Art Cart, Relax and Refresh, etc) for individuals due to the amount of requests and the amount of kits not being picked up in a timely matter/being picked up at all. The kits will now be treated like our attraction passes – they will be first-come first-serve; however, if an individual calls and there is a kit available, the library will check it out to the patron over the phone and hold it until they can pick it up. The fine block limit has been raised from \$5.01 to \$10.01; this is a system-wide change. This means that library users will no longer have their cards blocked from checking materials out at \$5.01, but now at \$10.01. This change will occur on July 1st, 2023.

- 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: February 2023 and March 2023

It was moved by C. McGuigan and seconded by D. Zimmer to approve the payment of the February 2023 vouchers. The motion carried unanimously.

It was moved by C. McGuigan and seconded by R. Braden to approve the payment of the March 2023 vouchers. The motion carried unanimously.

- b. Discussion and Possible Consideration: Staff Wages

It was moved by C. McGuigan and seconded by D. Zimmer to approve to increase staff wages by the discussed amount, with an additional percentage for the three supervisory staff. This additional percentage will happen when the budget allows, but ideally in the next year. The motion carried unanimously.

- c. Annual Election of Board President, Board Appointments

It was moved by D. Zimmer and seconded by C. McGuigan to nominate R. Braden to be Library Board President. The motion carried unanimously.

VIII. Report of Friends of the Brown Deer Library

There were no verbal highlights or discussion of the report.

IX. Adjournment

Next meeting: May 8, 2023

It was moved by D. Brown and seconded by D. Zimmer to adjourn at 5:49 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
May 4, 2023