



Friends of the Brookfield Public Library Meeting Minutes

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Friends of the Brookfield Public Library

Minutes of the Meeting

July 23, 2018

Board Members Present: Pat Basting, Susan Grimm, Joanna Nicholson, JoAnne Peterson, Susan Schweda, Barb Stein, Rosemarie Wegner

Board Members Not Present: Janet Awe, Jane Maro

President Schweda called the meeting to order at 7:05 PM.

Approval of Minutes: The June 25, 2018 Meeting Minutes were approved.

Motion by Basting second by Peterson to approve, carried unanimously.

Officer Reports:

Treasurer: Treasurer Peterson presented the July 2018 Financial Report. Copies were distributed to all members in attendance.

Motion by Nicholson, second by Stein to approve, carried unanimously.

Membership:

Friends paid membership is 121 members, including 27 lifetime members

Librarian's Report

No Report.

President's Report

Friends Board Vacancies

President Schweda announced her resignation as Friends President. She has assumed a position on the Library Board of Trustees.

Secretary Nicholson announced her resignation as Secretary. She will remain on the board as a member at large.

President will be filled by Vice President Jane Maro. Per the by-laws the Vice President shall act in the absence of the President in the capacity of President.

Barb Stein was nominated as Vice President. Motion by Peterson, second by Basting to approve, carried unanimously.

Susan Grimm was nominated as Secretary. Motion by Stein, second by Peterson to approve, carried unanimously.

Read & Eat – Tuesday July 31.

Current registration is 38 and 9 on the wait list. Peterson will represent the Friends and welcome the group at the event.

Old Business

2018 Used Book Sale –

Chairperson Maro not in attendance. No update available.

Lobby Display

Maro scheduled to complete the display.

Meet the Author Event

Peterson and her committee working on publicity and re-designing Save the Date handouts. The event is scheduled for Saturday, October 20, 10 AM – 2 PM. Admission will be \$10.00 per person.

Ten authors have signed up for the event.

New Business

Ice Cream Social

Scheduled for August 7, 6:30-7:30 PM. Entertainment will be provided by J. Ryan Trio.

An honorarium of \$100 will be donated to the Milwaukee Homeless Veterans.

Supplies and volunteers were decided.

Fall Festival of Trains

Scheduled for November 17, 9 AM – 4 PM in the Community Room.

Schweda has reserved the Community Room. The Lionel Train Club has agreed to display the trains. The completed Service Agreement is pending.

President Schweda adjourned the meeting. Motion by Stein second by Peterson to approve, carried unanimously.

The next meeting is August 27th at 7 PM.

These minutes were recorded by Joanna Nicholson and typed by Susan Schweda.

Friends of the Brookfield Public Library

Minutes of the Meeting

June 25, 2018

Board Members Present: Pat Basting, Susan Grimm, Jane Maro, Joanna Nicholson, JoAnne Peterson, Susan Schweda, Barb Stein, Rosemarie Wegner

Board Members Not Present: Janet Awe

President Schweda called the meeting to order at 7:03 PM.

Approval of Minutes: The April 23, 2018 Meeting Minutes were approved.

Motion by Peterson second by Stein to approve, carried unanimously.

Officer Reports:

Treasurer: Treasurer Peterson presented the May/June 2018 Financial Report.

Motion by Nicholson, second by Maro to approve, carried unanimously.

Membership:

Friends paid membership is 120 members, including 26 lifetime members

Membership renewal reminders were emailed April 24.

Schweda distributed the 2018 membership list to all board members present.

Librarian's Report

No Report.

President's Report

Updated By-Laws

A copy of the new by-laws dated April 23, 2018 was distributed to all board members present.

Read & Eat Registration

Next Read & Eat is scheduled for Tuesday, July 31. Registration started on Monday, June 25.

Shotgun Lovesongs by Nicolas Butler will be discussed.

Friends Correspondence Files

All files have been reviewed and updated by Schweda and Peterson.

Old Business

2018 Used Book Sale –

Jane Maro, chairperson.

As of June 26, book donations are being accepted for the sale.

Books will be packed on Wednesdays from 6-7 PM. Books will also be packed on Saturdays starting August until September sale date.

Board members were asked to sign up for the July, August & September Market & More at the Brookfield Farmer's Market.

Large signs for the library will be available the week of June 25.

Lobby Display

Maro will be complete this display the week of June 25.

Meet the Author Event

Peterson and her committee have been meeting to discuss logistics and publicity. The event is scheduled for Saturday, October 20, 10 AM – 2 PM. Admission will be \$10.00 per person.

Eight authors have signed up for the event, the goal is 10 authors.

New Business

Ice Cream Social

Scheduled for August 7, 6:30-7:30 PM. Entertainment will be provided by J. Ryan Trio.

An honorarium of \$100 will be donated to the Milwaukee Homeless Veterans. Motion by Peterson, second by Maro to approve the honorarium, carried unanimously.

Fall Festival of Trains

Scheduled for November 17, 9 AM – 4 PM in the Community Room.

Schweda will reserve the room and send the Service Agreement to the Lionel Train Club.

President Schweda adjourned the meeting.

The next meeting is July 23th at 7 PM.

These minutes were recorded by Joanna Nicholson and typed by Susan Schweda.

Friends of the Brookfield Public Library Minutes of the Meeting

April 23, 2018

Board Members Present: Pat Basting, Susan Grimm, Jane Maro, Joanna Nicholson, Susan Schweda, Barb Stein, Rosemarie Wegner

Board Members Not Present: Janet Awe, JoAnne Peterson,

Guests: David DiBraccio, Gene Richter, Donna Schroeder

President Schweda called the meeting to order at 7:07 PM.

Approval of Minutes: The March 26, 2018 Meeting Minutes were approved.

Motion by Maro second by Grimm to approve, carried unanimously.

Officer Reports:

Treasurer: President Schweda (in the absence of Treasurer Peterson) presented the April 2018 Financial Report.

Motion by Maro, second by Grimm to approve, carried unanimously.

Membership:

Friends paid membership is 118 members, including 26 lifetime members

Reminders will be emailed to members not paid for 2018-2019 membership year..

Librarian's Report

No Report.

President's Report

Thank You Letter from Brookfield Public Library

A thank you letter was shared from the library for staff appreciation in honor of National Library Worker's Day, April 10.

Updated By-Laws

A copy of the new by-laws was distributed to all present.

May Meeting Date

The May Board of Directors meeting will be cancelled due to Memorial Day.

Old Business

2018 Used Book Sale –

Book donations will start June 1. Maro is researching possible storage space. Volunteers were requested to sign up

Lobby Display

Maro is in charge of the display. Completion will be end of May.

New Business

Meet the Author Event

Peterson and her committee have been meeting to discuss logistics. The event is scheduled for Saturday, October 20th, 10 AM – 2 PM. Admission will be \$10.00 per person.

Committee is compiling list of authors to invite.

President Schweda adjourned the meeting at 7:35 PM.

Motion by Stein second by Grimm to adjourn, carried unanimously.

The next meeting is June 25th at 7 PM.

These minutes were recorded by Joanna Nicholson and typed by Susan Schweda.

Friends of the Brookfield Public Library
2018 Annual Meeting of the Membership

April 23, 2018 6:30 PM
Minutes of the Meeting

Board Members Present: Pat Basting, Susan Grimm, Jane Maro, Joanna Nicholson, Susan Schweda, Barb Stein

Board Members Absent: Janet Awe, JoAnne Peterson

Guests: David DiBraccio, Gene Richter, Donna Schroeder, Rosemarie Wegner

Call to Order: made by Board President Susan Schweda at 6:33 PM

Approval of Minutes: Minutes of the annual meeting April 24, 2017 were approved.

Motion by Stein, second by Grimm, carried unanimously.

Officer Reports

Treasurer: President Schweda presented the financial report for 2017.
Balance on hand 1/1/2017 - \$33,047.68. Income - \$13,073.32.
Disbursements - \$14,064.17. Balance on hand - \$32,056.83

Motion by Nicholson, second by Maro, carried unanimously.

Membership: 2017- 129 total paid memberships including 24 lifetime members.

Presidents Report: Susan Schweda reviewed the year.

This past year the Friends purchased items for the Library and supported programs using donations from patrons, fundraising proceeds and membership dues. The list includes; working with the Hestekin family to purchase furniture for the castle in the children's area, a TV for the circulation desk, two rugs for the children's area, sponsored the summer reading program and ice cream social.

The library staff was recognized April 10 for National Library Workers Day with bagels and fresh fruit.

The group has worked hard to tell the community about the Library and its services throughout the year.

Book Sale: September 14-17. Donations were low however the sale was successful. Total income after expenses was \$6,475. This was the first year for the Sunday \$5.00 bag sale. The sale was scheduled for the third weekend of September to coincide with Market and More. Storage facility options will be researched for the 2018 sale to try and decrease storage fees.

Special Events:

Meet the Author Event Saturday October 28. Attendees and authors liked the event. 37 attendees. 11 authors presented their books. Admission was \$10.00 per person. Several authors donated books to the library or made a donation to the Friends. Another event will be scheduled for October 2018.

Fall Festival of Trains Saturday November 18. 400 attendees. The Lionel Train Club set up the train display.

Ice Cream Social that is part of the Summer Reading Program. 150 attendees.

Read & Eat 115 attended the four scheduled events. Continues to be a big success. There is always a waiting list.

Election of New Board:

President – Susan Schweda

Vice President – Jane Maro

Secretary – Joanna Nicholson

Treasurer – JoAnne Peterson

Member at Large – Rosemarie Wegner

Member at Large – Patricia Basting

Member at Large – Susan Grimm

Member at Large – Janet Awe

Member at Large – Barb Stein

Motion by Stein, second by Grimm, carried unanimously.

New Business:

New By-Laws were distributed and reviewed.

Motion by Nicholson, second by Bastings, carried unanimously.

Meeting adjourned at 6:35 PM.

These minutes were recorded by Joanna Nicholson and typed by Susan Schweda.

Friends of the Brookfield Public Library

Minutes of the Meeting

March 26, 2018

Board Members Present: Pat Basting, Jane Maro, Joanna Nicholson, JoAnne Peterson, Susan Schweda, Barb Stein.

Board Members Not Present: Janet Awe, Susan Grimm, Ruby Hauch, Nancy Ring, Stu Rossmann

President Schweda called the meeting to order at 7:05 PM.

Approval of Minutes: The January 22, 2018 Meeting Minutes were approved.

Motion by Nicholson second by Peterson to approve, carried unanimously.

Officer Reports:

Treasurer: Treasurer Peterson presented the Preliminary Annual Financial Report (January 1 to December 31, 2017). The final report will be presented at the Annual Membership Meeting April 23.

Motion by Stein, second by Maro to approve, carried unanimously.

The February 2018 and March 2018 Financial Reports were presented.

Motion by Stein, second by Basting to approve, carried unanimously.

Membership:

Friends renewal letters were sent to members early March.

To date - Friends paid membership is 76 and 24 life time members.

Librarian's Report

No Report.

President's Report

2017 Library Return on Investment

A brochure explaining City of Brookfield funding to the library for 2017 and materials and services citizens received was distributed.

Read & Eat – Wednesday, April 25

Reservations are 30 and 8 are on the waiting list. *Whistling in the Dark* by Lesley Kagan will be discussed.

Donation from Grandma's House Day Care

Schweda visited Grandma's House to personally thank the organization for the \$5,000 donation.

Digital Microform Reader/Printer/View Scanner Demonstration

A demonstration of the scanner capabilities was given to the board.

Schweda will contact library to clarify concerns regarding fees charged and report to the Board.

Old Business

2018 Used Book Sale – Jane Maro is the chairperson for the book sale. Maro has filed the Facility Use Application at Park & Rec Department. Book sale dates; Thursday September 13 – Sunday September 16. Maro proposed storing books in her home garage which was approved by the Board. Schweda and Maro will organize PR for the sale.

Lobby Display

Maro set the completion date, April 30. Maro to contact Cathy Tuttrup, Public Services Manager for pictures. Display options were discussed for the Book Sale and Meet the Author event.

New Business

Summer Reading Program

The theme of the program will be “Libraries Rock.”

A library request for \$550 was submitted to support the program. Motion by Nicholson second by Stein to approve, carried unanimously.

Friends By-Laws Review

The document was reviewed and will be updated with changes from the board. Schweda to send the By-Laws to the Friends membership two weeks prior to the annual meeting.

The By-Laws will be presented at the annual membership meeting for approval.

Slate of Officers 2018-2019

Rosemarie Wegner will be added as a member-at-large. The Slate of Officers will be presented for approval at the annual membership meeting.

National Library’s Day – Tuesday, April 10

Friends will set up an appreciation table for the staff.

President Schweda adjourned the meeting at 8:55 PM. Motion by Nicholson second by Stein to adjourn, carried unanimously.

The next meeting is April 23.

- **Annual Meeting at 6:30 PM**
- **Board Meeting at 7:00 PM**

These minutes were recorded by Joanna Nicholson and typed by Susan Schweda.

Friends of the Brookfield Public Library

Minutes of the Meeting

January 22, 2018

Board Members Present: Pat Basting, Susan Grimm, Ruby Hauch, Jane Maro, Joanna Nicholson, Susan Schweda, Barb Stein.

Board Members Not Present: Janet Awe, JoAnne Peterson, Nancy Ring, Stu Rossmann

President Schweda called the meeting to order at 7:02 PM.

Approval of Minutes: The November 27, 2017 Meeting Minutes were approved.

Motion by Bastings second by Grimm to approve, carried unanimously.

Officer Reports:

Treasurer: December 2017 and January 2018 financial reports were presented by Schweda.

Motion by Nicholson, second by Hauch to approve, carried unanimously.

Membership: Friends paid membership is 129 and 24 life time members.

Librarian's Report

No Report.

President's Report

2018 Read & Eat – Wednesday, January 24th

Thirty-three have registered for the event. Next Read & Eat is scheduled for April. All authors for this year will be Wisconsin based.

Donation from Grandma's House Day Care

A donation for \$5,000 was received by the Friends from Grandma's House.

Schweda is planning to visit and personally thank them for the donation.

Thank You Letter from the Lionel Train Club

A thank you letter from the Lionel Train Club was presented acknowledging the \$200 honorarium for the November Fall Festival of Trains event.

Library Memory Café Project

The library is part of the Library Memory Project sponsored by the Alzheimer's Association of Southeastern Wisconsin that will host three events for 2018. The Memory Café is a social gathering for those who are experiencing early stage dementia. The library will host three events for 2018. The first event is scheduled for March 19th in the Community Room of the library.

Digital Microform Reader/Printer/View Scanner

The scanner has been received. Schweda will schedule a demonstration for the attendees of the February meeting. The library has requested Peterson pay the invoice.

Lobby Display

Maro requested pictures of Friends events to use on the lobby display. Schweda asked Maro to contact Cathy Tuttrup, Public Services Manager for pictures.

Old Business

Pictures for Friends Website - Pictures are needed to keep the website current.

New Business

Library Reimbursement Plan for Read & Eat Events

A revised plan was requested; a petty cash fund be set up for Read & Eat programs. The amount requested was \$400 to be used for food and supplies. Receipts for all expenditures would be given to the Friends. Motion by Hauch second by Stein carried unanimously.

Friends By-Laws Review and Update Committee

Meeting will be scheduled to begin reviewing/updating the by-laws. The committee, will include: Schweda, Stein and Hauch.

The committee will submit a draft of the by-laws at the February Friends meeting for review.

2018 Fundraising Ideas –

December Used Book Sale - Schweda contacted chairperson from previous sale for logistics. Sale was held the first Saturday of December, 9 AM to 4 PM in the Community Room. Books from the summer sale were stored for this event.

Sell flash drives and headphones to promote the Friends

Sell popcorn at events

2018 Used Book Sale – September 13 – 16, 2018

Maro will be the chairperson. Maro to file Facility Use Application and Agreement with Brookfield Park & Rec.

Meet the Author Event – October 20th.

Schweda has reserved the Community Room for the event.

Slate of Officers 2018-2019

Hauch will resign from member-at-large position

Maro submitted her name for vice-president

Schweda elected president

President Schweda adjourned the meeting at 8:02 PM

The next meeting is February 26, 2018 - 7 PM

These minutes were recorded by Joanna Nicholson and typed by Susan Schweda.

Friends of the Brookfield Public Library Minutes of the Meeting

November 27, 2017

Board Members Present: Pat Basting, Susan Grimm, Jane Maro, JoAnne Peterson, Susan Schweda, Barb Stein.

Board Members Not Present: Janet Awe, Ruby Hauch, Joanna Nicholson, Nancy Ring, Stu Rossmann

Library Representative Present: Kim Sagan

President Schweda called the meeting to order at 7:03 PM.

Approval of Minutes: The October 23, 2017 Meeting Minutes were approved.

Motion by Stein, second by Grimm to approve, carried unanimously.

Officer Reports:

Treasurer: November and Meet the Author Event financial reports were presented by Peterson.

Motion by Grimm, second by Stein to approve, carried unanimously.

Fall Festival of Trains popcorn was sold; \$37 income, \$11 expenses, \$26 profit.

Membership: Friends paid membership is 127 and 24 life time members.

Librarian's Report

Digital Microform Reader/Printer/View Scanner has been received. Library coordinating training for staff. After installation is complete, a demonstration will be scheduled for the Friends in 2018.

President's Report

2018 Read & Eat – Wednesday, January 24th - 6 pm.

Monday, December 18th, Friends registration. Open registration Tuesday, December 19th. Schweda to send an email to Friends membership advising of early registration. *Little House in the Big Woods* by Laura Ingalls Wilder will be discussed. Stein suggested a preteen/family book discussion for Read & Eat programs. Schweda to discuss suggestion with Cathy Tuttrup.

Pictures for Friends Website

Meet the Author and Fall Festival of Train pictures have been posted on the Website. Book sale pictures are missing, Maro to check and coordinate posting.

Library Reimbursement Plan for Read & Eat Events

A proposal was discussed for reimbursing Read & Eat events. A check, per a quote from the food vendor would be issued prior to the event and given to the library staff. The check would be presented to the vendor upon delivery of the food for the event. In addition, the library staff would receive \$200 petty cash for miscellaneous items to be used for Friends sponsored events.

Motion by Peterson, second by Stein to approve the proposal, carried unanimously.

Old Business

Meet the Author Fundraiser - Saturday, October 28

Attendees and authors liked the event and stated it was well-organized. 37 people attended. Chairperson Peterson stated 10 authors is the maximum to present books. Several authors donated books to the library or made a donation to the Friends.

Fall Festival of Trains - Saturday, November 18

The Lionel Train Club provided two displays; one for multiple trains and another for children to control the trains on a smaller track. A total of 400 attendees both adults and children enjoyed the trains. Brookfield Central National Honor Society students assisted with monitoring the trains displays.

New Business

Christmas Trees for Library

The trees will be decorated Friday, December 1. There will be 8 volunteers. Volunteers have been contacted to bring ornaments or lights that can be donated for the project.

Friends By-Laws Review and Update Committee

Meeting will be scheduled for January to begin reviewing/updating the by-laws. The committee, will include: Schweda, Stein and Hauch.

2018 Fundraising Ideas

Suggestion - selling popcorn at the 4th of July parade.

President Schweda adjourned the meeting at 8:45 PM

The next meeting is January 22, 2018 - 7 PM

These minutes were recorded by Jane Maro and typed by Susan Schweda.

**Friends of the Brookfield Public Library
Minutes of the Meeting
October 23, 2017**

Board Members Present: Pat Basting, Susan Grimm, Ruby Hauch, Jane Maro, Joanna Nicholson, JoAnne Peterson, Susan Schweda, Barb Stein.

Board Members Not Present: Janet Awe, Nancy Ring, Stu Rossmann

Library Representative Present: Kim Sagan

President Schweda called the meeting to order at 7:03 PM.

Approval of Minutes: The August 28th Meeting Minutes were approved unanimously.

Officer Reports:

Treasurer: September/October and September Book Sale financial reports were presented by Peterson. Approved unanimously.

Membership: Friends paid membership is 127 and 24 life time members

Librarian's Report

The library is discussing set up of the Digital Microform Reader/Printer/View Scanner with the IT department. After installation is complete, a demonstration will be scheduled for the Friends.

President's Report

Thank You notes from the Library Board of Trustees thanking the Friends for the purchase of the Digital Microform Reader/Printer/View Scanner was shared with the group. As well as thank you notes for book sale donations from St Ann's Intergenerational Care and Kathy Knoepfel.

A \$15.00 donation was received in appreciation for the computer services offered to the public at no charge.

A revised Friends Board Membership list was distributed to everyone attending the meeting.

Old Business

National Friends of Library Week - October 15 – 21

A display was set up in the periodical area to promote the Friends. Thank you to Kathy Tuttrup for creating the display.

Book Sale - September 14 – 17

Book donations were low however the sale was successful. This was the first year for the Sunday \$5.00 bag sale. Patrons liked the \$5.00 price and requested we do it again next year. Book storage options will be reviewed for next year.

New Business

Meet the Author - Saturday, October 28 10 AM – 2 PM

Set up for the event is scheduled for Friday, October 27, 3:30PM

Admission: \$10 per person. No charge for children age 13 and under

There are 11 authors scheduled to present their books.

Sub sandwiches will be donated by Jersey Mike's for authors lunches. Members of the Friends will donate cookies for those attending the event.

Fall Festival of Trains – Saturday, November 18, 9AM – 5 PM

Set up scheduled for Friday November 17, 12:45PM – 5PM, take down Sunday, November 19, 1PM – 4PM.

Schweda to send an email to all members asking for volunteers to monitor the display during Saturday. Each shift will be 2 hours.

Schweda will purchase refreshments for the Lionel Train volunteers.

The Lionel Train Club will receive an honorarium in the amount of \$200 after the event.

Christmas Trees for Library

Christmas trees will be decorated the first weekend of December in the Periodical Area of the library. Schweda has asked the Friends board to donate decorations they were not using to replace damaged ornaments/lights.

Schweda will send an email to the Friends membership asking for volunteers to decorate the trees.

President Schweda adjourned the meeting at 8:09 PM

The next meeting is November 27, 2017, 7 PM

These minutes were recorded by Joanna Nicholson and typed by Susan Schweda.

**Friends of the Brookfield Public Library
Minutes of the Meeting
August 28, 2017**

Board Members Present: Janet Awe, Pat Basting, Susan Grimm, Ruby Hauch, Jane Maro, Joanna Nicholson, JoAnne Peterson, Susan Schweda, Barb Stein. Nancy Ring (attended 30 mins late)

Board Members Not Present: Stu Rossmann

Guests: Grace Graf- Friends Member, Kim Sagan – Library Representative

President Schweda called the meeting to order at 7:06 PM.

Approval of Minutes: The July 24th Meeting Minutes were approved.

Motion by Maro, second by Peterson to approve, carried unanimously.

Officer Reports:

Treasurer: August Financial Report presented by Peterson.

Motion by Hauch, second by Grimm to approve, carried unanimously.

Membership: Friends paid membership is 124 and 24 life time members

Librarian's Report

Library Representative Kim Sagan attended.

President's Report

Library requested a SJ View Scanner 3 Reader /Printer Camera. The total cost - \$7,420. The first year maintenance agreement is included in this price. The maintenance agreement will be paid for by the library in subsequent years.

The request was approved and carried unanimously by the board.

Kim Sagan will notify the library of the approval for this purchase.

Read & Eat – Scheduled for October 11, 2017, 6 pm

Registration-19 registered to-date.

The book to be discussed is *IRELAND* by Frank Delaney. An Irish dinner will be served.

Old Business

Ice Cream Social – August 8th at 6:30 PM

150 people attended

All receipts for purchases were submitted to JoAnne Peterson, Treasurer.

Fall Festival of Trains – Tentatively scheduled for Saturday, November 18th, 9 AM – 5 PM

Schweda to negotiate Honorarium amount and report back to board.

Meet the Author - Scheduled for Saturday, October 28th 10 AM – 2 PM

Admission: \$10 per person. No charge for children age 13 and under

There are 11 authors scheduled to present their books.

The committee is presently working on publicity. Save the date fliers will be distributed to book clubs, AAUW Tea, Elmbrook School Libraries and the Friends Used Book Sale.

The committee has updated the Friends website with current author and event information.

Motion by Nicholson, second by Awe to approve, a budget of \$250.00 for the Meet the Author event carried unanimously

Book Sale – Scheduled for September 14th – 17th

Sale Hours:

Thursday September 14 - 4PM-8PM

Friday September 15 - 10AM-8PM

Saturday September 16 - 7:30 AM-3PM

Sunday September 17 - Bag Sale 10AM-3PM, \$5.00 per bag of books

Schweda will send out an e-mail requesting volunteers to set up the sale, cashiers and close the Book Sale.

Chairperson Maro, reported that donations of books to the sale are slow but expect to pick up as the sale approaches.

All used book sale sign files are being stored at the library for future use.

Kohl's Volunteer Program - At this time, no Kohl's associates have signed up to work at the Book Sale

New Business

National Friends of Library Week – scheduled for October 15-21 2017

A display will be set up in the library to promote the Friends group. Stein and Schweda will coordinate this display with the library staff.

President Schweda adjourned the meeting at 8:45 PM

There will be no meeting in September, 2017.

The next meeting is October 23, 2017, 7 PM

These minutes were recorded by Joanna Nicholson and typed by Susan Schweda.

Friends of the Brookfield Public Library
Minutes of the Meeting
July 24, 2017

Board Members Present: Pat Basting, Susan Grimm, Ruby Hauch, Joanna Nicholson, JoAnne Peterson, Edell Schaefer, Susan Schweda, Barb Stein

Board Members Not Present: Janet Awe, Jane Maro, Nancy Ring, Stu Rossmann
President Schweda called the meeting to order at 7:06 PM.

Approval of Minutes: The June 26th Meeting Minutes were corrected to read; *the next committee meeting for Meet the Author event will be August 2nd at 2 pm.*
Motion by Peterson, second by Hauch to approve, carried unanimously.

Officer Reports:

Treasurer: July Financial Report presented by Peterson.

Motion by Grimm, approval carried unanimously.

Membership: Friends paid membership is 123.

Librarian's Report

Edell Schaefer presented the 2016 Annual Report for the Brookfield Public Library. In addition two handouts were distributed; one summarizing highlights from the annual report and another entitled 2016 Return on Investment.

Edell will check if Brookfield Newcomers/Welcome Wagon is still in operation to publicize the Friends organization.

President's Report

Thank You

A thank you letter from the Library Board of Trustees for replacement of the television at the circulation desk was distributed.

Read & Eat – Scheduled for October 11, 2017

Registration for Friends will begin Monday, August 28th. The book to be discussed is *Ireland* by Frank Delaney.

Library 60th Anniversary 2020

No date has been identified for the anniversary. The Friends will participate in the planning for this event. Discussion for initial planning will begin at January 2018 Friends board meeting.

Old Business

Fall Festival of Trains

Lionel Train Club has confirmed attendance for the event. A completed Service Agreement is pending.

Dates for the event:

November 17, Friday - Set up

November 18, Saturday - 9AM to 5PM

November 19, Sunday—Take down

Meet the Authors – Scheduled for October 28th, 10AM – 2 PM

Admittance fee will be \$10 per person.

The committee is working on getting the biographies of each author and posting them on the website. At this time there are 11 authors who have been scheduled to attend. The committee is scheduling the first public display by September. "Save the Date" handouts and book marks are being developed to advertise the program. The committee plans to distribute the handouts at the Womens Club, AAUW meetings, neighboring libraries and sending them to the Elmbrook school libraries and faculty lounges. They will also be available at the Circulation desk and the next Read and Eat. A sign is being designed and will be placed outside the library to advertise this event.

Next committee meeting is scheduled for August 2.

Saturday, October 21, 2017, the program will be publicized at the Farmers Market and More.

Book Sale – Scheduled for September 14 – 17

Schweda requested a price quote from Innovation Sign for a sign to be posted in the front of the library.

The sign would be similar to the sign posted for the Summer Reading Program; one double-sided piece and use the same mounting posts as the library sign.

Motion by Peterson, second by Nicholson to approve, carried unanimously.

Kohls Volunteer Program

Stein and Schweda submitted the application to Kohls for five associates to assist setting up the Book Sale. If the application is successful and five volunteers participate, Kohls will make a \$500 donation to the Friends.

New Business

Ice Cream Social - Scheduled for Tuesday, August 8 at 6:30 PM.

Refreshments will be provided by the Friends.

National Friends of Library Week

The National Friends of the Library Week is scheduled for October 15 through the 21st. Schweda and Stein will work with Library Public Services Manager to set up a display.

The meeting was adjourned at 8:40 PM. Motion by Nicholson, second by Peterson to approve, carried unanimously.

Next meeting will be Monday, August 28, 2017 at 7 PM.

There will be no meeting in September.

These minutes were recorded by Joanna Nicholson and typed by Susan Schweda.

**Friends of the Brookfield Public Library
Minutes of the Meeting
June 26, 2017 (revised)**

Board Members Present: Janet Awe, Pat Basting, Susan Grimm, Ruby Hauch, Jane Maro, Joanna Nicholson, JoAnne Peterson, Susan Schweda, Barb Stein

Board Members Not Present: Nancy Ring, Stu Rossmann, Edell Schaefer

President Schweda called the meeting to order at 7:03 PM.

Approval of minutes: The May 22, 2017 minutes were approved.
Motion by Peterson, second by Nicholson to approve, carried unanimously.

Officer Reports

Treasurer: June Financial Report presented by Peterson. The Treasurer clarified that the monthly financial report will not show an expenditure until a check has been cashed and appears on the bank statement.

Motion by Awe, second by Hauch to approve, carried unanimously.

BMO Bank Donation for Summer Reading Program

No donation has been submitted by BMO Bank.

Membership:

Schweda distributed an updated paid membership list to all board members in attendance. Currently, 121 members and 24 life time members. The Friends gained 3 new life time members.

Librarian's Report

Nothing to report.

Presidents Report

Request for Funding

The Library submitted a funding request for a 40 inch, flat screen TV to replace one in the Circulation Department that is no longer working. This TV provides digital display announcements.

A purchase amount not to exceed \$330.00 was agreed. Motion by Awe, second by Stein to approve, carried unanimously.

Service Agreement

Schweda presented the revised service agreement including comments from May meeting. Document to be used when requesting a presenter for a Friends event. Insurance clauses are not required for this form.

Motion by Hauch, second by Maro to approve, carried unanimously.

Thank you – Childrens Rugs

Schweda presented a "thank You" letter from the Library Board of Trustees for the funding of the childrens rugs.

Read and Eat - Scheduled for July 13

Due to increased interest the attendance number has been increased to 40 for the "Bomber Boys" event. 40 people are registered and 10 are on the waiting list.

Library 60th Anniversary 2020

Nothing to report at this time.

Old Business

Fall Festival of Trains 2017

No new information.

Schweda will contact Public Service Manager at the Library to identify possible dates for the event and reserve a room.

Schweda will contact the Lionel Train Club to coordinate the event.

Meet the Authors Program

The Program is scheduled for October 28, 2017. The time will be 10 am to 2 pm. Admission will be \$10.

At this time there are 6 authors committed to the program. Jo Anne Peterson the Committee chairwoman said the goal is 10 authors and is continuing to send invitations.

Marketing of the "Meet the Authors" will take place at Market & More in August. The committee will get "Save the Date" brochures and signs designed for distribution.

Next committee meeting will be Wednesday June 28.

Book Sale

Book Sale is scheduled for September 14-17. The book sale will be continue to be advertised at the July and August Market & More Saturdays.

Maro distributed the Guidelines for Donating Marterials for the Used Book Sale to the board.

The Library is receiving donations. Historically book donations increase in August and September.

Volunteers will be needed to collect and pack the books for the sale.

The Board approved a \$5 Bag Sale the last day of the Book Sale.

New Business

Ice Cream Social

Scheduled for Thursday, August 8th.

Kohl's Volunteer Program

Stein will assist with submitting an application for Kohl's Volunteer Program; "Associates in Action." If approved Kohl's will send 5 volunteers to an event to assist and donate \$500 to the organization.

The meeting was adjourned at 9:05.

Next Meeting will be July 24, 2017 at 7 pm

These minutes were recorded by Joanna Nicholson and typed by Susan Schweda.

Friends of the Brookfield Public Library
Minutes of the Meeting
May 22, 2017

Board Members Present: Susan Grimm, Ruby Hauch, Jane Maro, Joanna Nicholson, JoAnne Peterson, Susan Schweda, Barb Stein

Board Members Not Present: Janet Awe, Pat Basting, Nancy Ring, Stu Rossmann, Edell Schaefer

President Schweda called the meeting to order at 7:05 PM.

Approval of minutes: The April 24, 2017 minutes were approved. Motion by Peterson, second by Stein to approve, carried unanimously.

Officer reports

Treasurer: May Financial Report presented by Peterson.
Motion by Hauch, second by Nicholson to approve, carried unanimously.

BMO Harris Bank Donation Summer Reading Program

No update from BMO Harris. Peterson will check bank statement mid -June and if check not deposited into Friends account will contact bank representative.

Membership

Schweda distributed an updated paid membership list to all board members. Currently 116 are paid members. Membership reminders were sent May 8th to people that did not renew their membership. There was a discussion on incentives to increase membership; remind people they can deduct the fee on their taxes and members can register a day early for Read and Eat events.

Ideas were discussed how to increase membership; remind attendees at library sponsored book clubs, membership envelopes available at Friends sponsored events, Ice Cream Social, Read & Eat.

Librarians report

Nothing to report

Presidents report

Facebook Page – Page will be de-activated in two weeks.

A volunteer is needed to work with Technical Services Manager to keep Friends website up-to-date with pictures and other items. Also maintain Friends display in library lobby.

Service agreement

Schweda distributed copies of the proposed service agreement. Document to be used when requesting a presenter for a Friends event. The board requested the form to be modified. Another version will be presented at the June meeting.

Schweda will contact library director to determine if insurance clauses should be added.

New carpets for toddler area and play groups

Carpets have arrived and the evaluation is extremely positive. Peterson will submit payment.

Old business

Fall Festival of Trains – November 2016

Ring has advised check for November 2016 Fall Festival of Trains and Service Agreement for 2017 events were given to Lionel Train Club. A written receipt for the check was requested but was not provided. The cancelled check will be verification of receipt.

The completed Service Agreement for the 2017 event is to be presented at the June Friends board meeting to allow sufficient time for reserving a room and creating publicity.

New business

Meet the Authors - Joanne Peterson

The proposed date for Meet the Authors is October 28, 2017 from 10 AM to 2 PM in the Community Room. Admission fee is \$10.00 per person.

JoAnne Peterson and a committee have identified 18 authors. Invitations will be sent the first week of June. They are hoping 10 authors would be willing to take part in this event.

The Friends website will be updated with a brief bio when authors have confirmed attendance and provide a link to the authors for more in-depth information.

Publicity to include; submitting an article to the City Newsletter, posting signs throughout the library and creating handouts for library patrons. Also, set up a table at Market & More at the Farmers Market to advertise the event. Promote the event at the September Used Book Sale.

A Service Agreement must be created for this event.

Additional information will be discussed at future meetings.

Book Sale - Jane Maro

Jane Maro is the chair person in charge of the book sale. At this time the committee is beginning to pack books in preparation for the sale. Maro is requesting volunteers to assist with packing and helping at the Market & More Saturdays for June, July and August. A sign-up sheet to assist at Market & More Saturdays was distributed to the board.

Schweda will work with Minuteman Press to update signs and handouts requesting donations. Signs will be posted in the library, senior center and flyers will be distributed to all library patrons.

Proposed publicity; post articles in the City Newsletter and Brookfield Now newspaper.

Volunteers will be required to box books and assist at the sale.

Maro will provide an update at the June meeting.

Kohl's Volunteer Program – Barb Stein

Stein advised the board of a program sponsored by Kohl's to request volunteers. Schweda requested more information to be provided.

The meeting was adjourned at 8:50 PM. Motion by Peterson, second by Hauch to approve, carried unanimously.

NOTE: Next Meeting – Monday June 26, 2017 – 7 PM

These minutes were recorded by Joanna Nicholson and typed by Susan Schweda.

Friends of the Brookfield Public Library
Minutes of the Meeting
April 24, 2017

Board Members Present: Janet Awe, Pat Basting, Susan Grimm, Ruby Hauch, Jane Maro, Joanna Nicholson, JoAnne Peterson, Edell Schaefer, Barb Stein.

Board Members Not Present: Nancy Ring, Stu Rossmann

President Schweda called the meeting to order at 7:19 PM

Approval of minutes: The March 27, 2017 minutes were approved. Motion by Peterson, second by Nicholson to approve, carried unanimously.

Officer reports:

Treasurer: April Financial Report presented by Peterson.

Motion by Awe, second by Marco to approve, carried unanimously.

Waiting to hear from BMO Harris Bank regarding the required documentation and approval of the donation to the Summer Reading Program. The donation will go through the Friends and they will make the donation to the library.

A reimbursement form was presented. This form should be submitted to the treasurer with the receipts when reimbursement is requested. The form will document money paid out from the treasurer. A copy of this form was given to each board member and a supply will be kept by the Friends mailbox. This form was recommended to be used after the Review of the 2016 books.

Membership: The membership consists of 103 members. Renewal reminders will be sent mid-May. An updated membership spreadsheet will be distributed to the board at the May meeting.

Librarians report

The annual report will be presented at the next meeting.

The Toddler Area Dedication was very successful, 60 to 70 people attended. The Brookfield News attended, took pictures and wrote an article for the next issue. Mayor Ponto acknowledged the role of the friends.

The Library's donation practice was explained:

- Small requests - for specific projects, programs or items are approved by the Library Director before submitting to the Library Friends on the approved Request for Funding form.
- Larger requests - especially those that involve changes to the facility itself, or affect major programs, collections or services, require the approval of the Library Board of Trustees.
- Funding or solicitation for specific things should not be done unless they have been approved by the Director and/or Library Board and submitted to the Friend's for funding consideration.

Presidents report

Edell contacted Brookfield City Attorney regarding BMO Harris making a donation for the Summer Reading Program. Since the Friends "donation" is being replaced by the one from BMO Harris we could acknowledge them solely for the aspects of the summer reading program. Edell will work with Cathy Tuttrup to make sure the acknowledgement will be correct.

Acknowledged an article in the Milwaukee Magazine, April 2017 by Mayor Ponto. He stated: " Brookfield has an excellent public library which is heavily used by our residents."

The library received a thank you note from Mr.Hestekin in response to the dedication ceremony in memory of his wife. The thank you was shared with the board.

Ruby Hauch and JoAnne Peterson were recognized for bringing cookies to the dedication ceremony.

The Read and Eat took place on April 18. It was well attended and enjoyed by the attendees. Susan praised the librarians for setting up the room and the meal.

Old business

Book Tag Sale – A minimal amount of book tags were sold during the sale.

New business

Two requests were received from the library:

- 1) The library requested a carpet for the new children's area. The tree/book themed carpet will cost \$249.99. The carpet will be placed between the benches and the water fountain.

Motion by Nicholson, second by Hauch, carried unanimously.

- 2) The library also requested a new carpet for the Tuesday and monthly Saturday playgroups. The neighborhood explorer themed carpet will cost \$249.95.

Motion by Peterson, second by Awe, carried unanimously.

Meet the authors - Joanne Peterson submitted an idea for fundraising; *Meet the Authors*. The event would be scheduled for the fall of 2017 to coincide with the Brookfield Farmers Market and More day. A fee would be charged for meeting with the authors. The suggestion would be that it would start small with 10 to 15 authors. Joanne Peterson, Ruby Hauch and Janet Awe will set up a committee to develop a plan and identify authors who would be willing to come. They will report back to the Friends next meeting on May 22, 2017.

Fall festival of trains - The Friends will need a written agreement (service agreement) with the Lionel Train Club for the next event. This agreement will include a layout of the trains, a dollar amount of the request for donation and identify the week in November it is to take place. Edell will send Schweda a sample of an agreement the Library uses. Schweda will notify Ring of this requirement.

The next meeting will take place on May 22, 2017 at 7 o'clock.

These minutes were recorded by Joanna Nicholson and typed by Susan Schweda.

**Friends of the Brookfield Public Library
2017 Annual Meeting of the Membership
April 24, 2017 6:30 PM
Minutes of the Meeting**

Board Members Present: Susan Schweda, Ruby Hauch, Pat Ellingson, Joanna Nicholson, Pat Basting, Edell Schaefer

Board Members Absent: Stu Rossmann

Guests: Barb Stein, Janet Awe, Jane Maro, Susan Kurtz, Gene Richter, Susan Grimm, David DiBraccio

Call to Order: made by Board President Susan Schweda at 6:33 PM
All attendees introduced themselves.

Approval of Minutes: Minutes of the annual meeting April 25, 2016 were approved.

Motion by Peterson, second by Awe, carried unanimously.

Officer Reports

Treasurer: JoAnne Peterson presented the financial report for 2016.
Balance on hand 1/1/2016 - \$20,382.36. Income - \$34,337.99.
Disbursements - \$22,290.31. Balance on hand - \$33,047.68.

Motion by Hauch, second by Awe, carried unanimously.

A "Review of the Books" for 2016 was completed by Susan Kurtz and David DiBraccio April 20th. The financial activity and cash position are accurate.

Membership: 2016 membership was 121 with 21 lifetime members.

Presidents Report: Susan Schweda reviewed the year. The Friends purchased items and supported a number of programs using donations, fundraising proceeds, and membership dues. The list includes: sponsoring John Gurda, Jane Austen talk, summer reading program, purchasing two octagonal display units for the adult area, a chair for the teen scene, and furniture for the toddler area.

The library staff was recognized April 11 for National Library Staff day with bagels and fresh fruit.

The group has worked hard to tell the community about the Library and its services.

Book Sale: The book sale was one weekend instead of two. It was scheduled the third weekend of September to coincide with Market and More.

Thank you to Terri Mitchell, David DiBraccio, Pat Ellingson, Kersten Lanser and all volunteers who made the sale possible. The net income was \$7,394.00.

Leftover books were donated to:

St. Ann's Center for Intergenerational Health and Educational Services

St Benedict the Moor Parish

The Women's Center

All VHS tapes to West Allis Library

Next sale is scheduled for September 14 – 17 (Thur –Sun) at the Senior Center. Currently there is no chair for the 2017 sale. The library will not accept donations until a storage area has been reserved.

Special Events:

Fall Festival of Trains held in November. 530 attendees; 282 children, 248 adults

Ice Cream Social that is part of the Summer Reading Program. Over 200 people were served.

Read & Eat continues to be a big success. There is always a waiting list.

Election of New Board:

President – Susan Schweda

Vice President – Janet Awe

Secretary – Joanna Nicholson

Treasurer – JoAnne Peterson

Member at Large – Stu Rossmann

Member at Large – Ruby Hauch

Member at Large – Susan Grimm

Member at Large – Nancy Ring

Member at Large – Jane Maro

Member at Large – Barb Stein

Motion by Schaefer, second by Peterson, carried unanimously.

Pat Ellingson will not return to the board. Pat was acknowledged her for her dedication and support to the Friends.

New Business: Nothing to report.

Adjourn: Motion by Peterson, second by Schaefer, carried unanimously.

These minutes were recorded and typed by Susan Schweda.

Friends of the Brookfield Public Library
Minutes of the Meeting
March 27, 2017

Board Members Present: Pat Basting, Pat Ellingson, Ruby Hauch, Joanna Nicholson, Susan Schweda, JoAnne Peterson, Edell Schaefer

Board Members Absent: Nancy Ring, Stu Rossmann

President Schweda called the meeting to order at 7:05 PM.

Approval of minutes: The February 27, 2017 minutes were approved unanimously.

Officer Reports:

Treasurer Report – March Financial Report presented by Peterson. Approved unanimously.

Peterson contacted BSI for removal of sales tax on invoices for Toddler Area Update. Upon receipt of revised invoices payment will be made.

BMO Bank would like to make a donation for the Summer Reading Program. Edell to contact City Attorney regarding information to be used for publicity.

Peterson will schedule “Review of Books” for 2016.

Membership:

Membership renewal mailing completed. 147 letters sent to 2016 and 2014/2015 members that have not responded in the past. 44 renewals have been received to date.

Presidents Report:

Read and Eat - April 18, 2017 *A Connecticut Yankee in King Authur's Court* by Mark Twain will be discussed. 30 people registered, 9 on the waiting list.

Old Business:

2017 Slate of Officers is being finalized and will be presented at the April Annual Meeting.

New Business:

Toddler Area Update Dedication – Dedication scheduled for Saturday, April 22nd 11 am. The board agreed to provide water, apple juice and cookies for event. Schweda to send email to Friends membership requesting cookies. A table will be set up with membership envelopes and book tags for sale.

Book Tag Sale – Sale starts March 29. Items will be posted in the Periodical Area until April 27. Saturday April 1 and Sunday April 2 a table will be set up in the Periodical Area to sell book tags. Hauch, Nicholson, Ellingson and Peterson will volunteer at the tables.

National Library Workers Day, April 11, 2017 – Bagels and fresh fruit will be provided by the Friends. Ellingson, Peterson, Schweda and Nicholson will set up at 9 am in the staff breakroom.

Next meeting April 24, 2017 (Annual Meeting @ 6:30 pm, Board Meeting @ 7 pm.

In the absence of the board secretary these minutes were recorded/typed by Joanna Nicholson and Susan Schweda.

Friends of the Brookfield Public Library
Minutes of the Meeting
Monday, February 27, 2017

Board Members Present: Pat Basting, Pat Ellingson, Ruby Hauch, Joanna Nicholson, Susan Schweda, Nancy Ring, JoAnne Peterson

Board Members Absent: Stu Rossmann

President Schweda called the meeting to order at 7:10 PM.

Approval of Minutes: The January 23, 2017 minutes were corrected and approved to remove Bonnie Emery's name from the board members present.

Motion by Peterson, second by Nicholson to approve, carried unanimously.

Officer Reports:

Treasurer: February Financial Report presented by Peterson.

Motion by Hauch, second by Nicholson to approve, carried unanimously

Membership: Renewal letters prepared by Schweda. Letters to be mailed week of March 6th to members. Volunteers: Ruby Hauch, Joanna Nicholson and Susan Schweda to prepare mailing.

President's Report:

President Schweda shared letter from library thanking the Friends for \$550 donation to Summer Reading Program.

Old Business:

Toddler Area Update: Project is complete. Dedication scheduled for April 22 or 29 depending on the mayor's schedule. A Saturday was requested by donor so family could attend the ceremony. The children are enjoying the area. Suggestion by Peterson to put an announcement in the city newsletter and the Brookfield News.

Book Sale Documentation: Schweda has filed paperwork with the Senior Center to reserve September 14-17 for the book sale. A chairperson is needed for the book sale.

New Business:

2017 Slate of Officers: Schweda presented a draft of a letter asking for board members. The draft was reviewed and approved with changes. The letter will be included with the renewal letter. If no response will be sent as an email to membership.

Slate of Officers for 2017 was discussed:

Nominees:

Susan Schweda – President

Joanna Nicholson – Secretary

JoAnne Peterson – Treasurer

Members at Large – Stu Rossmann, Ruby Hauch, Pat Basting, Nancy Ring

Friends of the Brookfield Public Library
Minutes of the Meeting
January 23, 2017

Board Members Present: Patricia Basting, Pat Ellingson, Bonnie Emery, Ruby Hauch, Joanna Nicholson, Stu Rossmann, Edell Schaefer, Susan Schweda

Board Members Absent: JoAnne Peterson, Nancy Ring

President Schweda called the meeting to order at **7:03 PM** with a quorum present.

Approval of Minutes: The minutes from the November 28, 2016 board meeting were modified to include the Friends' support of the 2017 Read & Eat programs.

Motion by Ellingson, second by Rossmann to approve; carried unanimously.

Officer Reports:

Treasurer – Dec. 2016/Jan. 2017 financial report approved.

2017 Budget – Proposal for Book Sale to be one weekend only approved unanimously.

Audit – The Friends will look for an accountant to perform an audit of their books.

Membership – No change.

Presidents Report

Read & Eat, January 25th – *The Peach Keeper* by Sarah Addison Allen. 30 have registered; 13 on waiting list. The program will continue in the future.

Old Business

Toddler Area Update – Will start January 30 and will be completed upon scheduled furniture arrival of February 8.

New Business

Library Request: Support 2017 Summer Reading Program – Unanimous approval to allocate \$550 for ice cream social and entertainment (prizes, decorations, candy).

2017 Slate of Officers - JoAnne Peterson agreed to continue as Treasurer, and Susan Grimm as member-at-large. Other positions pending.

Future consideration for a review of the Friend's website; updating by-laws; updating lobby display case.

Fundraising Idea – Joint 'National Library Week' and 'Mother's Day' promotion.

Book Sale Documentation – Proposed 2017 budget: Sales estimated \$8,400 with \$1,270 in expenses (increase over last year due to the purchase of four new signs and banner.)

Schweda to complete paperwork at Park & Rec to request space at Senior Center for book sale.

The meeting was adjourned at 8:27. Motion by Rossmann, second by Nicholson.

Next Meeting – February 27, 2017

Minutes of the Meeting
October 24, 2016

Board Members Present: Patricia Basting, Pat Ellingson, Nancy Ring, Stu Rossmann, Edell Schaefer, Susan Schweda

Board Members Absent: Bonnie Emery, Ruby Hauch, JoAnne Peterson,

Guests: Joanna Nicholson

President Schweda called the meeting to order at 7:09 PM with a quorum present.

Approval of Minutes: Motion by Ellingson, second by Rossmann to approve the minutes from the August 22, 2016 board meeting. Carried unanimously.

Officer Reports:

Treasurer – Due to the Treasurer’s absence, an updated report was unavailable.

Membership – Currently 118 members. Todd Jaremko was added to the membership list.

Book Sale:

\$7,394.42 vs last year’s \$9,309. Discussed was this year’s 4-day event compared to last year’s 2-weekend participation. Significant consideration was that last year’s second weekend netted only \$600 and thus a 4-day event was an optimal consideration for next year. Concerns regarding the aisle width of the fiction room and the signs highlighting fiction and nonfiction will be addressed in the future. The remaining books after the book sale have always been donated to various organizations. Several letters of recognition and appreciation were introduced, thus reinforcing the Friend’s book sale efforts.

Presidents Report

Donation Lists – Introduced: to replace the current year-by-year monetary list of Friend’s donations as an items-only list—to emphasize the visual contributions of the Friend’s throughout the years in lieu of a \$\$\$-only impact. Favorably received...however, emphasized the need to keep an in-house listing of \$\$\$ donations for tax purposes.

Old Business

National Friends of Libraries Week, Oct 16-22. The Kiosk display will be on both a digital display in the library and on the Friend’s website.

October Read & Eat – *Juliet* by Anne Fortier was discussed. Continues to be a success. Next Read & Eat will be early 2017. Two new members joined the Friends as a result of being able to register early for future events.

New Business

Toddler Area Donation – Re Mr. Hestakin’s memorial to his wife. Library Director met with designers of said memorial. The projected cost is \$19,678. Mr. Hestakin has increased his contribution from \$10,000 to \$13,909. The balance of \$6,670 was unanimously approved by the Friends and will be credited for their fundraising efforts on the recognition wall.

Train Event, November 19: The weekend before is Train Fest and depending which items are sold we could have access to 1, 2, or 3 layouts.

Setup will take place on the 18th from 3:30 – 6 PM and early Saturday morning.

Volunteers: 5 shifts: 9 – 10:30; 10:30 – noon; noon – 1:30; 1:30 – 3; 3 – 4:30

Refreshments for train staff – Subway foot-longs, juice, fruit, and chips.

Christmas Tree Set Up - December 3 – January 7

Three prelit trees with ornaments. Library maintenance staff will put them up. Two or three volunteers per tree will be needed. Email should be sent to Friend's members for volunteers.

The meeting was adjourned at 8:35. Motion by Basting, second by Rossmann.

Friends of the Brookfield Public Library
Minutes of the Meeting
August 22, 2016

Board Members Present: Pat Basting, Bonnie Emery, Ruby Hauch, JoAnne Peterson, Nancy Ring, Stu Rossmann, Edell Schaefer, Susan Schweda

Board Members Absent: Pat Ellingson

President Schweda called the meeting to order at 7:05 PM with a quorum present.

Approval of Minutes: Motion by Emery, second by Rossmann, to approve the minutes from the July 25, 2016 board meeting. Carried unanimously.

Officer Reports:

Treasurer – The treasurer reviewed the August, 2016 financial report. Current balance is \$26,131.04. Motion by Emery, second by Hauch, to approve the treasurer's report. Carried unanimously.

Summer Reading Program: \$50 excess in budget will be forwarded to the Winter Program.

Membership – Elsie Mazurczak, new lifetime member. Nancy Arena (newsletter) renewed. Motion by Emery, second by Hauch, unanimously approved.

Book Sale Update:

Pre-Sale Donations Donations are still in progress.

Early Preview for Members on Thursday evening there are not enough members to justify an early preview.

Publicity Notices already posted on booksalefinder.com and booksalemanager.com. Will be posting to other outlets in the future.

Post-sale Donations

Goodwill is confirmed.

West Allis Public Library - VHS, CDs, DVDs.

Women's Center of Waukesha - Books (including children's), DVDs, CDs.

Congregational Home – Notified donated items available for pick up between 2-3 PM.

Sisters of St. Francis of Milwaukee – Interest in children and cook books, self-help books. Schweda to contact regarding available donations.

Elmbrook Memorial Gift Shop – Notified donated items available for pick up between 2-3 PM.

Assisted Living Facilities, Brookfield – Letters to be sent, including to rehab facilities in Brookfield, to take books.

Donation Pick Up Time, Sunday September 18th, between 2-3 PM.

Presidents Report

Market & More – August Attendance for this past Saturday was curtailed by early rain, but some interest generated afterwards.

Community Compliment From Kay Benning, District Library, Coordinator at Elmbrook Schools

Read and Eat Author Anne Fortier, “Juliet.” Early registration, September 12.

Elsie Mazurczak resigned the Board.

JoAnne Peterson’s new address has been reflected in Board

Membership list and Friend’s spreadsheet. Nancy Ring’s information will be updated for the October meeting.

Emails will be sent regarding the upcoming Book Sale.

Old Business

Mystery Theatre Event - The search for a director is ongoing.

Ice Cream Social - Served about 200, comparable to last year. Music by Dixie Doodlers was entertaining, and despite the early threat of rain, the event was quite successful.

New Business

National Friends of Libraries Week, Oct. 16-22

- (1) David DeBraccio has a donor list.
- (2) Format not yet finalized regarding how any displays will be presented.
- (3) Board members are encouraged to submit ideas regarding how to encourage renewal of Friends’ membership (e.g., incentive for early dues renewal for membership-only would include a year and a half term for a one-year price.

Train Event, November 19, 10AM – 5PM

- (1) Suggested that it be titled “The Fall Festival of Trains.”
- (2) Setup Friday the 18th between 1-5 PM (to be confirmed with Cathy Tuttrup, Brookfield Library Public Services Manager)
- (3) The event will require 3 shifts of volunteers who must commit to full-shift involvement (i.e., no early departure). The number of volunteers needed to be determined.

Winter Fundraiser

- (1) “Star Wars” concept requires planning, publicity, and a newsletter. As such, October, 2017 is the earliest recommended date.

(2) Suggestions by Board members will be welcomed regarding Jan-Apr fundraisers.

Next Friends' Meeting

October 24th..... There is no September meeting due to the Book Sale.

The meeting was adjourned at 8:10 PM, motion by Emery, second by Rossmann.

Respectfully submitted
Stu Rossmann, Secretary

Friends of the Brookfield Public Library
Minutes of the Meeting
July 25, 2016

Board Members Present: Patricia Basting, Bonnie Emery, Ruby Hauch, Elsie Mazurczak, JoAnne Peterson, Nancy Ring, Stu Rossmann, Edell Schaefer, Susan Schweda

Board Members Absent: Pat Ellingson

President Schweda called the meeting to order at 7:03 PM with a quorum present.

Approval of Minutes: Motion by Peterson, second by Rossmann, to approve the minutes from the June 27, 2016 board meeting. Carried unanimously.

Officer Reports:

Treasurer – The treasurer reviewed the July, 2016 financial report. Current balance is \$25,984.34. Motion by Emery, second by Hauch to approve the treasurer’s report. Carried unanimously.

Membership

Lifetime Membership: Honorary/Paid

Waukesha Public Library – In the past 20 years, only one lifetime given.

Elm Grove Public Library – No lifetime honorary memberships given; yearly honorary membership occasionally extended as a thank you.

Butler Public Library – No response to inquiries.

Menomonee Falls Public Library – No response to inquiries.

New Berlin Public Library – No policy in place but registered an interest for future consideration of adding such a policy in their by-laws.

Brookfield Public Library - Brookfield Friends board approved a one year honorary membership to be awarded as a thank you. All requests for this award will be approved by the board.

Book Sale Update (to be held at the Senior Center)

Sale Hours – Thursday, September 15, 4PM – 8PM (Suggestion that first hour be for members only).

Friday, September 16, 10:30AM – 8PM

Saturday, September 17, 7:30AM – 3PM

Sunday, September 18, 10AM – 3PM

Pre-Sale Donations – Donations are starting to arrive at regular intervals; interest was generated at July’s Market & More; August seen as most timely for a final soliciting-push before the book sale.

Post-Sale Donations: Goodwill confirmed.

Presidents Report

Market & More – Scheduled for August 20th; volunteers needed.

July Read & Eat – Registration quota was filled quickly the day of sign-up. Suggestion for future events that a call up to volunteers is given to insure their appearance at the event.

Hedberg Public Library Mystery Theatre Meeting – The Mystery Theatre committee consists of three members and the event takes a year to plan. Their initial efforts in this type of fundraising endeavor were met with minimal success. Through trial and error, and by starting out on a small scale, this event has become quite elaborate and very successful. They employ more of a “mingling-type” atmosphere rather than a play and conduct it as a one-night-only event. Regarding sponsorship, Hedberg begins approaching sponsors eight months before the event. The committee consists of library staff with 2-3 Friends on the committee. A library staff person is the director and they utilize actors from local colleges and schools.

Hedberg is very open to sharing advice and suggestions with the Brookfield Friends. Consideration should be given to hiring a professional salesman to approach prospective sponsors.

Old Business

Mystery Theatre Event, Peterson – As of yet, the search is ongoing to find a director. Much thought is required regarding cost, availability of venue, and the best time of year to hold the event. Fall is usually considered optimal but February/March should be an alternative option because there are fewer events to compete with.

New Business

Ice Cream Social Logistics – August 4, 6:30PM – 7:30PM
Ellingson and Peterson are on the social committee.

Considered offerings: root beer float, ice cream with sprinkles.

Needed: two tables and tablecloths; two ice cream scoops; large wastebasket; napkins.

Five or six volunteers available by 5:30 or 6 for setup.

National Friends of Libraries Week: October 16 – 22
Need ideas for both 2016 display and membership drive.

Train Event – November 19 (Saturday), 9AM – 3PM
Ring will be working on and coordinating event. The Community room can only be set up between 3:30PM – 5PM on the 8th and 8AM – 10AM on the 19th. The hour-and-a-half time restriction on Friday may necessitate changing Saturday's hours to 10AM – 4PM.

Winter fundraiser (10/16? 1PM – 4PM) – Alternatives need to be considered if the Mystery Theatre is not feasible for 2016. Possible “Star Wars” theme with a charge for a photo shoot with Darth Vader or other Star Wars characters. For maximum exposure, it would be ideal to tie it in with National Friends of Libraries Week.

The meeting was adjourned at 8:45 PM

Respectfully submitted
Stu Rossmann, Secretary

Friends of the Brookfield Public Library
Minutes of the Meeting
June 27, 2016

Board Members Present: Patricia Basting, Bonnie Emery, Ruby Hauch, JoAnne Peterson, Stu Rossmann, Edell Schaefer, Susan Schweda

Board Members Absent: Patricia Ellingson, Elsie Mazurczak, Nancy Ring

President Schweda called the meeting to order at 7:03 PM with a quorum present.

Approval of Minutes: Motion by Peterson, second by Rossmann to approve the minutes from the May 23, 2016 board meeting. Carried unanimously.

Officer Reports:

Treasurer – The treasurer reviewed the June, 2016 financial report. Current balance is \$30,082.02. Motion by Emery, second by Rossmann to approve the treasurer's report. Carried unanimously.

Membership

Lifetime Membership: Honorary/Paid – Future discussions will review by-laws and criteria regarding honorary membership.

Membership Spreadsheet Distribution – Column added to designate paid and unpaid memberships. Peterson to review available past membership envelopes in an effort to determine how membership designations were authorized.

Book Sale Update

Donations are continuing to be received at a steady pace.

Volunteer recruiting from the Brookfield Central Key Club and Wisconsin Hills Honor Society is ongoing.

2017 Book Sale – Consideration of alternate date in order to maximize attendance. The 3rd weekend of September historically presents multiple events that compete with the Friends' Book Sale.

President's Report

Summer Reading Volunteer Opportunities – Handouts with remaining dates available distributed to Board members.

Market & More: (June, July, August) – The Friends of the Library will be represented on the 3rd Saturday for the purpose of generating interest in donating books.

July Read & Eat: The goal of 30 participants has been reached.

Board Member Resignation – Renee Railey resigned. Board members encouraged to provide recommendations regarding Board-member recruitment.

Hestekin Donation – Mr. Hestekin met with Edell Schaefer and Schweda to discuss donation expectation and the optimal utilization of those funds.

Old Business

Mystery Theatre Event – Various considerations were discussed regarding how to insure a successful first-time endeavor. Similar discussions will be forthcoming at future meetings.

Fountaindale Public Library Mystery Theatre – Peterson has made several attempts to establish a dialogue regarding the logistics of such an event; Fountaindale has not yet responded.

New Business

Library Request, 2 Octagonal Displays for Adult Section. \$5,086.06. Motion by Hauch, second by Peterson.

The meeting was adjourned at 8:45 PM.

Respectfully submitted
Stu Rossmann, Secretary

Friends of the Brookfield Public Library
Minutes of the Meeting
May 23, 2016

Board Members Present: Patricia Basting, Pat Ellingson, Bonnie Emery, Ruby Hauch, Elsie Mazurczak, JoAnne Peterson, Rene Railey, Stu Rossmann, Susan Schweda

Board Members Absent: Nancy Ring

President Schweda called the meeting to order at 7:03 PM with a quorum present.

Approval of Minutes: Motion by Peterson, second by Mazurczak to approve the minutes from the April 25, 2016 board meeting. Carried unanimously.

Officer Reports:

Treasurer – The treasurer reviewed the April, 2016 financial report. Current balance is \$28,367.27. Motion by Mazurczak, second by Basting to approve the treasurer’s report. Carried unanimously.

Membership

Policy – Recommended that members whose dues have lapsed be sent a reminder, allowing 3-month time period for a response.

Database Maintenance – Membership database will be kept in the excel format.

Lifetime Membership Cost (individual or family) – Lifetime membership will be \$250 /person.

Membership envelopes – Proposed to use a half sheet of paper instead of using membership envelopes in the stand at the lobby. The paper would have the same information as the membership envelope.

Envelopes currently in use, which include a membership form, will be utilized until a re-order is necessary. At that time, consideration will be given for possible changes.

Book Sale: (Pat Ellingson)

Packing books would begin Wednesday, May 25th.

“Special-event” insurance can be purchased regarding outside storage. It can be purchased to cover a period of time. Or per event.

Book sale will be limited to one weekend in lieu of two weekends as held in the past. The hours have yet to be determined.

President’s Report

Fundraising Meeting Updates: Suggestions will be discussed in future Board meetings before fundraising commitments can be determined.

New Member Handbook: The Secretary will be responsible for updates to current members and distribution to new members.

Hillside School Book Storage: A letter was sent declining their offer. Storage rental is more feasible.

New Business

Mystery Theatre Event: Presentation by JoAnne Peterson regarding format, venue, and dates of performances and a breakdown of estimated expenses and income.

The meeting was adjourned at 8:55 PM

Respectfully submitted
Stu Rossmann, Secretary

Friends of the Brookfield Public Library

Minutes of the Meeting
April 25, 2016

Board Members Present: Patricia Basting, Pat Ellingson, Bonnie Emery, Ruby Hauch, Jennifer Kogler-Schanon, Elsie Mazurczak, JoAnne Peterson, Rene Railey, Stu Rossmann, Edell Schaefer, Susan Schweda

Board Members Absent: Nancy Ring

Guests: Dave DiBraccio, Terri Mitchell, Carol Surges

President Schweda called the meeting to order at 7:15 PM with a quorum present.

Approval of Minutes: Motion by Mazurczak, second by Peterson to approve the minutes from the March 28, 2016 board meeting. Carried unanimously.

Officer Reports:

Treasurer – The treasurer reviewed the April, 2016 financial report. Current balance is \$29,050.95. Motion by Ellingson, second by Hauch to approve the treasurer's report. Carried unanimously.

Membership – Retiring membership vice-president Surges brought up the need to transfer management of Facebook and Gmail accounts. Schweda will assume responsibility for the Gmail account and Kogler-Shanon volunteered to take care of Facebook.

Presidents Report – DiBraccio will transfer all secretary records to Rossmann. Peterson noted that she has two boxes of treasurer's records. Schweda mentioned the need to reorganize and label library Friend's files. Rossmann, Mazurczak, and Basting will assist.

Unfinished Business:

Letter to Randy Johnson – Ellingson is still waiting for a formal response from the Hillside School regarding the storage of book sale materials. Consensus among board members that storage at Hillside is not a feasible option.

Approval of Friend's Committee Structure and Responsibilities

Social Media, Website, and Display – Kogler-Schanon

Communications Committee – Kogler-Schanon

Membership – Kogler-Schanon

Hospitality – Ellingson, Peterson

Special Events – Ring

Book Sale – Vacant

Facilities – Mazurczak

Handbook Update and Bylaws – Hauch

Fundraising Activities excluding Book Sale – Schweda

DiBraccio will provide Schweda with electronic copies of the committee structure document and the executive board description document.

New Business:

Think Tank – Schweda suggested forming a think tank comprised of a group of board members who would get together to discuss fundraising ideas beyond the book sale.

Brookfield Central Request For \$100 Donation – The board felt that it would be inappropriate under their charter to make donations to organizations outside of the Brookfield Public Library.

Appointment of Vice-President Membership – Motion by Mazurczak, second by Ellingson to appoint Jennifer Kogler-Shanon to fill the vacancy of Vice-President Membership. Carried unanimously.

Book Sale Pickup Requests – Broad discussion was held regarding issues surrounding the 2016 book sale. Schweda is investigating storage possibilities. During the month of May the library will be collecting donated items, sorting and boxing them for pickup and transportation to storage. Ellingson, Railey and Basting indicated their availability to pick up materials. The library will call Schweda when requests for pickup come in, and provide her with the donor's name, location, and phone number. Schweda will then arrange for materials to be picked up and brought to the library for sorting. It was agreed that we would not take magazines (including National Geographic), encyclopedia sets, text books, or music audio cassettes.

Mystery Theater – We need to decide if this project will move forward by the next meeting in order to have adequate time to prepare for the event. Peterson suggested a target date of the end of February-early March 2017 to host it. Discussion was held on some of the issues and concerns involved with running such an event. The board requested that Peterson present a detailed budget and expense proposal for discussion and action at the main meeting.

The meeting was adjourned at 8:40 PM

Respectfully submitted
Stu Rossmann, Secretary

Friends of the Brookfield Public Library
Minutes of the Meeting
March 28, 2016 7 PM

Board Members Present: Pat Ellingson, Bonnie Emery, Carol Surges, Susan Schweda, Stuart Rossmann, JoAnne Peterson, Elsie Mazurczak, David DiBraccio

Others in Attendance: Edell Schaefer- Director Brookfield Library, Ruby Hauch, Renee Railey

A Call to Order: 7:00 PM Visitors were introduced

B Approval of Minutes: Minutes from the February meeting were approved

C Officer Reports:

Treasurer- March financial reported was presented. New memberships- 1 Life, 3 Family, 8 Indiv. Matching Gift (Jaremko Memorial) from Rockwell was received- \$8,000. Balance is \$27,936. Report accepted. Annual financial report was presented. Clarification was made on the Aquarium Maintenance issue (not in report). JoAnne will contact person to ask about invoice. In years past the Treasure mailed a check (\$575) w/o an invoice. The report was accepted. The report will be presented at the Annual Meeting in April

Membership- 138 members. We are currently in renewal time. To date 70 memberships were renewed. We have 8 new Life Memberships since January 1, 2016. Possibly due to sculptures in front of the building

D President's Report/ E Old Business (combined):

1. Pat presented a draft of the letter to Elmbrook Schools regarding book storage at Hillside. A couple of suggestions were made. Despite not having a Book Sale chair, Pat will send the letter to the district office to see if Hillside can be used for storage. If not, we will have to look at other options.
2. Revisions of Friends Committees Document and Executive Board Position Description document were made. Dave will type new docs and distribute to Board members

F. New Business:

2016-2017 Board. Members not returning: Carol Surges, Dave DiBraccio. Slate of officers to be presented for approval at the April Annual Meeting:

President- Susan Schweda

Vice- President- Bonnie Emery

Secretary- Stu Rossmann

Treasurer- JoAnne Peterson

Members-at-Large: Nancy Ring, Terri Mitchell, Elsie Mazurczak, Pat Basting, Ruby Hauch, Renee Railey

Past-President- Pat Ellingson

We don't have a VP of Membership

Adjourn: 8:42 PM

Dates: Friends Annual Membership Meeting, April 25, 2016 6:30 PM

Friends Board Meeting April 25, 2016. Immediately following Annual Meeting

Friends of the Brookfield Public Library
Minutes of the Meeting
February 22, 2016 7 PM

Present: Pat Ellingson, Pat Basting, Nancy Ring, Bonnie Emery, Carol Surges, Susan Schweda, Stuart Rossman, JoAnne Peterson, Terri Mitchell, Elsie Mazurczak, David DiBraccio

Guest: Edell Schaefer- Director, Brookfield Library

A Call to Order: 7:02 PM

B Approval of Minutes: Minutes from the January meeting were approved with the following changes: Mystery Theater date is Feb 27th, Elsie wanted on the record that she emailed a nomination for Susan as the next President of the Friends

C Officer Reports:

Treasurer- Balance is the same as last month (\$20,382). No transactions since last meeting.

Membership- Carol asked for comments on rough draft of Spring newsletter. Question was brought up, we need to clarify a "Lifetime" membership. Does it apply to an individual, couple, or family. Many other organizations apply it to an individual. We will review

D President's Report: Pat E. would like to resign from the Board. Pat has been exchanging messages with Randy Johnson (Elmbrook School District) regarding book storage at Hillside. She asked for ideas to include in letter to district: waiving responsibility for volunteers and book condition, amount of visits to school needed between May 1st and sale date in September. In January, we discussed a Memorial Tree as a way to raise money. Edell said Library staff would assist with the project by selling stars for the tree. Dollar amount per star is TBD. Nancy showed examples of stars used by another library. Dollar denominations were \$10-\$500. We still need to develop a name for the program, a start date (possibly Nov. 1), a way to thank donors (possible event during Brookfield Winter Market). Pat was told we are not able to serve alcohol at a Library event. Edell will investigate.

E Committee Reports

Special Events Report- JoAnne and Carol will attend the Mystery Theater program in Wauwatosa and will present details in March. Feb. 2017 is possible date for event.

Hospitality Report- No Report

F. Old Business

Book Sale Update: See President's Report

Fund Raising: Edell showed pictures of a possible fundraiser- a quilt raffle. Laurie Neubauer, former Library Admin Asst. might make a "bookshelf" quilt we could raffle/auction

Committees for Friends Document: Corrections and additions were suggested. Dave will rewrite document.

G. New Business:

Requests For Funds: 1. \$750 for John Gurda talk on July 18th, 7 PM. Motion made and passed. 2. \$190.72 for a new chair (IKEA) to be used in Teen Scene area. Motion made and passed. 3. \$600 for a new summer program. "Jump Bunch" will be held on four Fridays in July/Aug. This event replaces the Summer Puppet Theater. Motion made and passed.

Officers for 2016-2017: Pat will step down as President and from the Board after the April meeting. Dave will retire from the Board after the April meeting. Elsie nominated Susan to be President and she accepted the nomination. Board officers are voted on at Annual Meeting in April. Email Pat E. with other nominations for officers

Adjourn: 8:59 PM **Dates:** Next meeting March 28, 2016 7 PM

**Friends of the Brookfield Public Library
Minutes of the Meeting
January 25, 2016 7 PM**

Present: Pat Ellingson, Pat Basting, Nancy Ring, Bonnie Emery, Carol Surges, David DiBraccio

A Call to Order: 7:08 PM

B Approval of Minutes: Minutes from the November 23, 2015 meeting were approved

C Officer Reports:

Treasurer- JoAnne emailed report prior to meeting. Carol turned over money we have received to Pat E. Balance is \$20,382. Report was accepted.

Membership- 133 Members currently (we had 122 at the end of Jan. 2015). We will begin our Membership renewal drive in mid-March. Carol will purchase supplies. She also recommended we write a "Spring" Newsletter to include with renewal notices.

D President's Report: Pat E. will investigate whether or not the Friends need insurance, especially if we host programs where we might serve alcohol (Art Reception) or have programs off site.

E Committee Reports

Special Events Report- Nancy reported on the Lights of Love program in EG. Discussion on having a Memory Tree/Veteran Honor Tree as a fundraiser. Possibly between Memorial Day and July 4th. Pat E. will talk with Edell regarding selling of items by staff during library hours, and where we might have a display. JoAnne will attend the Mystery Theater program in Wauwatosa on June 27th. She will find out costs and see if program could work in the library. Pat E will follow-up with BCHS art department and micro-brewery regarding reception.

Hospitality Report- No Report

F. Old Business

Book Sale Update: Dave explained a storage option for books. We have had very preliminary discussions with the Elmbrook School District about using Hillside School for storage. The District is requesting a letter explaining how often we will access building, and we will not hold them responsible for any damage to books while being stored in the school. Currently, the building is only used for storage of District materials.

G. New Business:

Requests For Funds: No Report

Committees For the Friends Document: Due to weather and the small attendance at the meeting, the item was tabled until Feb.

Outreach Program: Pat E is the only Friends Board member currently delivering materials to Brookfield home-bound residents. She asked if anybody did it in the past (Dave D has delivered items) and how many residents participate. [Note: After the meeting Pat and Dave discussed the issue with a member of library staff.. Approximately 3 dozen residents receive items. The volunteers, in addition to Pat E, are community residents, one library staff member, and a former staff member.]

Adjourn: 8:00 PM **Dates:** Next meeting February 22, 2016 7 PM

**Friends of the Brookfield Public Library
Minutes of the Meeting
November 23, 2015 7 PM**

Present: Pat Ellingson, Elsie Mazurczak, Pat Basting, Susan Schweda, JoAnne Peterson, Nancy Ring, Bonnie Emery, Carol Surges, Stuart Rossmann, David DiBraccio

Guest: Edell Schaefer- Director of the Brookfield Public Library

A Call to Order: 7:00 PM

B Approval of Minutes: Minutes from the October 26th meeting were approved

C Officer Reports:

Treasurer- Review of Financial Statement. We have a current balance of \$20,327.80. 2016 Proposed budget was presented. Two changes were suggested. We remove the designation of Lionel Club money and increase Undesignated total \$100. Change Ice Cream Social amount to \$125 to reflect what we pay directly towards the event. We might increase this in the future if the library wants us to pay for entertainment expenses. Budget was approved with changes

Membership- 115 Members. We have one new "Lifetime Member".

D President's Report: Pat asked about the use of the globes in the library, and whether we should purchase an updated one. Edell explained the history and donation of the globe and will decide if a new updated one is needed. Pat has received a number of voice mails- all positive, regarding the new sculptures by the front doors.

E Committee Reports

Facilities Report- Elsie will decorate the Christmas trees this week. A Brookfield couple offered a Christmas tree to the Friends. The Friends accepted the donation, and will send a thank-you note along with a tax donation slip. Please be aware of people "decorating or clothing" the new sculptures. They are walking thru the new plantings in the process.

Special Events Report- Fall Festival of Trains was a success despite the snowy weather. Approximately 180 attended. Nancy suggested we have the event in the Sr Center next year and invite the author of "Polar Express". She will check on the fee for an author visit.

Hospitality Report- No Report

F. Old Business: JoAnne and Carol represented the Friends at the annual WCFLS Dinner. Avrum Lank, formerly of the Milw. Journal was the speaker. Pat E. will talk with Amy Fricke (Park and Rec Dep't) about confirming details for the 2016 Book Sale. The Sale will be Thurs to Sun. Moving Sr Center events to the library and the possibility of setting up on Wed night are two items to be discussed.

G. New Business:

Requests For Funds: \$1000 for 2016 "Read It and Eat" program. Motion made and approved. \$500 for "Discovering [Jane] Austen" program on March 31st. The program is part of the Literary Women's Series. Motion made and approved. \$450 for sponsorship of the Summer Reading Program. Money for prizes, materials, and entertainment for Ice Cream Social. Motion made and approved

Committees For the Friends Document: Pat E. distributed the document, after Susan suggested changes be made. It should be updated every year to reflect Board membership. We will revise the document in Jan., so please come to the meeting with suggestions. Clarification from Edell- a Library Trustee is not able to serve as a Friends Board Member or Friends Committee Member

Other: During our last meeting, we discussed buying new outdoor furniture for staff. Edell stated the city will provide items.

Adjourn: 8:52 PM **Dates:** Next meeting January 25, 2016

Friends of the Brookfield Public Library
Minutes of the Meeting
October 26, 2015 7 PM

Present: Pat Ellingson, Elsie Mazurczak, Pat Basting, Susan Schweda, Terri Mitchell, JoAnne Peterson, Nancy Ring, Bonnie Emery, Carol Surges, David DiBraccio

A Call to Order: 7:04 PM

B Approval of Minutes: Minutes from the August 24th meeting were approved

C Officer Reports:

Treasurer- Review of Financial Statement. JoAnne mentioned the donation from Ross For Less (\$2500) Grand Opening on October 10th. We have a current balance of \$20,433.59

Membership- 112 Members. Carol created a Dropbox account for the Friends Board that has all our lists- membership, volunteer, and donations on it.

D President's Report: Pat talked with Geoff Bruce from Brookfield Now newspaper regarding questions he has received about the new sculptures. ?'s were where they came from (local or out of state), cost, who paid for them. She clarified a couple of items with the Board and will call him back.

E Committee Reports

Book Sale – Susan was thanked for all her work chairing the 2015 sale. She presented the “Book Sale Guidebook” she created to help the next sale chair. The guidebook includes contact info, a time line of work, samples of the advertising, and suggestions for next year. Prices should be reviewed before next year's sale. 2016 Sale option: have the sale one weekend in September- the 3rd weekend is best due to Market & More, and have the sale from Thurs-Sun. Preliminary discussions have taken place between Edell S and Bill K/Amy F at Park and Rec, about moving dance programs and card players to the library so the sale can use the Senior Center. We will have to work around the Waukesha County Sr Meal on Thurs and Fri. A couple of issues need clarification, and will be discussed in November

Facilities Report- Elsie: The sculptures were installed and a dedication took place October 13th with Mayor Ponto presiding

Special Events Report- Fall Festival of Trains update. Set-up is Fri afternoon Nov 20th, the exhibit is Sat Nov 21st, 9-5, and take down is Sun at 1 PM. We will help with set-up where appropriate, and on Sat we will assist with crowd control. Elsie will talk with Edell about a date to decorate Christmas trees in the library.

Hospitality Report- Joanne/Terri: Due to the fragile nature of the train displays, we will not serve food or drinks in the Community Room. We will provide coffee, water, cookies, and snacks for the “train staff” only. Items will be kept in the kitchen off the Community Room

Programs Report- No report.

F. Old Business: The Board discussed having a walk/run to benefit the Friends. Such an event would require a lot of work to find sponsors, work with BPD to control traffic, City Hall for permission, set-up water stations, and advertising. Terri will talk with a friend who has organized a similar event in the past. We will ask Edell for ideas/suggestions

G. New Business: Carol reported the website domain has been renewed and information is up to date. Pat E discussed a report she received from Edell about “Best Practices for Friends” Suggested purchase for next year- buy new outdoor table/chairs for staff. David D will attend Trustees meeting Nov 11th. We will vote on the 2016 budget in Nov. Send requests to JoAnne P. Motion was made and approved to give the Lionel Club \$100 as a thank you for their Nov display.

Adjourn: 8:27 PM

Dates: Next meeting Nov 23, 2015 7 PM. There is no meeting in December

Friends of the Brookfield Public Library
Minutes of the Meeting
July 27, 2015 7 PM

Present: Pat Ellingson, Elsie Mazurczak, Pat Basting, Susan Schweda, Terri Mitchell, JoAnne Peterson, Nancy Ring, Bonnie Emery, Carol Surges, David DiBraccio

Guests: Kim Sagan- Circulation Supervisor Brookfield Library, Stewart Rossmann

A Call to Order: 7:02 PM

B Minutes Correction: Dedication of new furniture, garden, will take place in mid- Sept or Oct. Minutes from June 22nd were approved with correction

C Officer Reports:

Treasurer- Review of Financial Statement. JoAnne will send thank you notes to donors of matching gifts received from Rockwell, and WE Energies

Membership- 109 Members. Nat'l Friends of the Library Week is Oct 18-24. We should have some type of "give away" in the lobby to promote the Friends. We will ask Edell for the dedication to take place during this week. Carol is thinking of a way to recognize members and their volunteer hours. Hours add up quickly with book sale work. We need to clarify Lifetime Members- those that hold this designation due to financial donation and those that are honorary (long time Bd members)

D President's Report: Letter from Edell was read regarding furniture completion dates (mid-August) and sculpture installation (late-August). Thank you note from Laurie Neubauer was read (for retirement gift).

E Committee Reports

Book Sale - Susan: Having books on the table at July Market and More was a good idea. Attracted attention to our booth and we sold one book. We will do this again in August. Sheila and Susan are recruiting vols for the sale. Susan will update the Book Sale time line with more detail on procedures, signs info. Hospitality Comm will provide food for Friday set-up in September. We will send a coupon to our members to be used at the Sale. Dave mentioned we have sent thank you treats to Park and Rec in the past, and will do this again this year. We will create/buy bookmarks with Friends' info on them. We will hand them out at the Sale. Motion (Mitchell/Ellingson) to spend money on the bookmarks was approved.

Facilities Report- Elsie: East Lantern furniture is in

Special Events Report- Nancy: Fall Festival of Trains update. Our weekend (Nov 20th - 22nd) conflicts with the Lionel Club Polar Express exhibit at the Milw Public Museum. The 2 layouts from last year will go to the Museum and we will have the Club's large layout which is usually shown during Train Fest at State Fair Park. We will also have a mini hands-on layout for the kids. Nancy will talk with Edell about working with schools for a possible ornament fundraiser.

Hospitality Report- Joanne: 81 attended the June 30th children's event with Thelma Godin and Sara Akin. Ice Cream Social is Aug 6th at 7 PM. Helpers should show up around 6:15

Programs Report- Discussed possible programs/fundraisers we would like to pursue. We asked Kim to talk with Cathy Tuttrup about having John Gurda return this fall. He will have a new book out at that time. We will look into having John McGivern for a fundraiser. Dave will contact Sunset Playhouse re: rental details. Nancy will contact McGivern.

Old Business: No report

New Business: No Report

Adjourn: 8:21 PM

Dates: Ice Cream Social- August 6th, Board Meeting August 24th

Friends of the Brookfield Public Library
Minutes of the Meeting
June 22, 2015 7 PM

Present: Pat Ellingson, Elsie Mazurczak, Pat Basting, Susan Schweda, Terri Mitchell, JoAnne Peterson, Nancy Ring, Bonnie Emery, David DiBraccio

Guests: Edell Schaefer- Dir. Brookfield Library, Stewart Rossmann

Call to Order: 7:06 PM

Business Meeting Minutes from April 27th approved (Peterson/Mitchell)
Friends Annual Meeting Minutes from April 27th approved (Peterson/Mitchell)

Officer Reports:

Treasurer- new position holder not approved, no report

Membership- On behalf of Carol Surges: discussion and clarification on who should have access to membership list and where, if appropriate, should new members be named. Result- we will not add new members names to Newsletter and Lobby Bulletin Board. Board members will only receive a list of members that identified interest in respective projects. For example, Book Sale chair will receive names for those interested in Book Sale. Next time envelopes are printed, a "Non-Active Member" line will be added for those who want to support the Friends but don't want to be an active volunteer for projects/events

Trustees Meeting- Pat E.- no report

President's Report: Delayed until later in meeting

Election of new Treasurer: JoAnne Peterson nominated and approved (Mitchell/Ring)

Book Sale Report- Susan: Sharehouse (Jarod or Aaron) will train workers on scanning equipment and make sure software is working correctly. Boxing will be June 23rd (Tues) instead of the usual Wed at 6:30. June 20th Market and More was successful in promoting the sale. In July and August we will take 30-50 books to sell at the Friends table to attract attention to the sale.

Facilities Report- Elsie: No report

Special Events Report- Nancy: Fall Festival of Trains is set. Nov 20th Set-up 3-5 PM, Nov 21st 9-5 Exhibit, Nov 22nd 1-3 PM Clean-up. An agreement with the Lionel Club is being prepared to detail what layouts will be displayed. We will need cider and cookies. The Friends sponsored event with WWII veteran Gene Schultz (May 21st) was a success, with close to 100 people in attendance.

Hospitality Report- Joanne: Will send an email blast to find volunteers to provide treats for next

author visit. **Programs Report-** Joanne: June 30th Children's author event. Set-up 12:45, Program 1:30 PM

President's Report- Pat E: Pat mentioned goals for the year: encourage Board members not to gossip about issues and instead to communicate in first person- if you have ?'s ask her directly, asked for more "big picture" cooperation with Library on purchases (not in details of fabrics and paint colors), follow by-laws more closely. Further discussions she would like to have this year: book sale- should we set a threshold dollar amount where we decide the sale is not worth the work. Explore additional fund-raisers (art projects, bulb sales, ornaments)

Old Business: No report

New Business: Fill Secretary position (Bonnie resigned position, but will remain on Bd)- David nominated and approved. Edell encouraged anybody with questions regarding the library- policy, staff, etc, to call her directly. An audit will be done this summer by former board member Susan Kurtz. In mid-August there will be an unveiling of sculptures, new furniture in Lantern, and new furniture in Children's reading area (Connie Jaremko Memorial). A \$50 gift card will be purchased for retiring Laurie Neubauer. Approved (DiBraccio/Mitchell).

Dates:

July 6th- Reception honoring Laurie Neubauer who is retiring. All day in Break Room

July 27th Friends Meeting 7 PM

August 6- Ice Cream Social. JoAnne and David will work details and purchasing of supplies.

Friends of the Brookfield Public Library
Meeting Date: March 23, 2015
Minutes of the Meeting

Present: Carol Surges, Kerstin Lanser, Linda Steinberg, Elsie Mazurczak, Pat Basting, Nancy Ring, David DiBraccio, Bonnie Emery

Absent: Cally Jennison, JoAnne Peterson, Terri Mitchll

Guests: Edell Schaefer, Susan Schweda

Call to order: 7:00 PM

Secretary's Report – Linda Steinberg.

- Minutes from the February meeting were approved with corrections made to programming – Friends will no longer do programming, clarification on the reporting of the 12/31/2104 Annual Financial Report and clarification on the Light of Hope special event. February minutes reissued

Vice-President/Programming – JoAnne Peterson

- Spring 2015 gardening program:–“Planning the Patio Vegetable Garden.” Master Gardener Leigh Schlueter will be the presenter on April 23 at 7 pm. Need cookies for the event.
- World War II Veteran and author Gene Schulz will discuss his book, “The Ghost in General Patton’s Third Army, “ and his war experiences on Thursday, May 21 at 7 pm. Copies of his book will be available for sale. This program was setup by Nancy.
- Children’s program on Tuesday, June 30th at 1:30 pm. Thelma Godin will present her book, “Hula Hoopin Queen” and Sara Akin will present her book, “Three Scoops and a Fig.” Both authors will have their books available for sale.

Treasurer's Report – Kerstin Lanser.

- Current balance as of February 28th is approximately \$18,600.
- Greater Milwaukee Foundation balance as of 1/31/2015 is \$18,904.16.
- Connie Jaremko Memorial is \$755.

Membership's Report – Carol Surges

- There are currently 122 members.
- 12 members took advantage of the pre-registration for Read It and Eat.
- Renewals will be sent out in the next couple of weeks.

BPL Trustees Meeting – Elsie Mazurczak

- Elsie updated the Trustees on the successful Carole Barrowman program. Continued discussions regarding the landscaping including 2 sculptures to be funded by the Friends.

Book Sale update – David DiBraccio

- 2015 book sale will be the second and third week of September. Starting May 1, we will begin scanning and boxing books. Spring newsletter will include a request for storage space for donated books. Susan Schweda will co-chair the book sale with Dave.

Facilities – Elsie Mazurczak

- Edell presented two proposals both of which have already been approved by the Trustees.
- Number 1: 2 bronze sculptures for outside. \$9,400 Older man reading a book to a young girl. \$8,120 Boy and a girl sitting on a branch reading a book. Proposal for both not to exceed \$18,000.
- Number 2: New furnishings for the east lantern area. Embury Associates would be the contractor. Redesign the seating area along with 6 new lounge chairs. Total cost is \$12,400.
- Per Edell, the priority of the Trustees is the sculptures over the furniture because of the high visibility that the sculptures would give to the Friends.
- Motion made by Nancy to fund the 2 bronze sculptures not to exceed \$18,000 Second by Pat Basting. Board approved.
- Number 2 proposal to be discussed at the April meeting.

Special Events – Nancy Ring

- Continues to work on details for the train event and Gene's talk.
- Train event for 2015 has been scheduled for November 20, 21 and 22. Setup Friday, noon to 3, event Saturday, 9 to 5, clean-up Sunday, 1-3 pm. No Library staff will be needed. Saturday, November 21st is the Library's craft day. No food drive is planned as this drive does not coincide with our mission plus there are many organizations already doing food drives. Nancy will put together a plan of which trains we can expect and what additional help is needed. In addition, the Board will vote on a request for \$100 donation to the Lionel Train Club. Hospitality will be in charge of refreshments.
- Suggestion for a Light of Hope event. Could put a light on the Christmas trees in memory of someone. Dollar amount to be determined at a later date. Board in favor of pursuing. Edell asked we work with one of her staff to design the ornament. Staff could collect for the lights.

Hospitality – JoAnne Peterson, Terri Mitchell

- Golda Meir Library tour: scheduled for Friday, March 27th at 2 pm. Meet at the library at 1 pm to car pool. 15 people signed up for the tour. Carol to contact the City Attorney concerning liability for this event and other events.
- National Library Week is April 12-18

Publicity update – Carol Surges

- Spring newsletter will be included with renewals.

President's Report – Carol Surges.

- Proposed Board – tentative. Final will presented at the Annual Meeting.
Pat Ellingson President
Terri Mitchell Vice-President
Linda Steinberg Secretary
Kerstin Lanser Treasurer
Carol Surges Vice-President –Membership/Past President

Members at large:

Pat Basting
David DiBraccio
Bonnie Emery
Cally Jennison
Elsie Mazurczak
Terri Mitchell
Nancy Ring

Connie Jaremko Memorial – Todd Jaremko – No update

Greater Milwaukee Fund – David DiBraccio

- Motion made by Elsie to cash in our balance in the Greater Milwaukee Fund. Second by Nancy. Board approved. Carol will process the paper work.

Review committee structure and roles

- Confirmed it is the President's responsibility to initiate RFP from Library staff.

Adjournment at 8:35 pm

Annual Meeting is on April 27, 2015 at 6:30 PM. Monthly meeting will follow annual meeting.

Friends of the Brookfield Public Library
Meeting Date: February 23, 2015
Minutes of the Meeting

Present: JoAnne Peterson, Kerstin Lanser, Linda Steinberg, Elsie Mazurczak, Pat Basting, Terri Mitchell, Nancy Ring, David DiBraccio

Absent: Carol Surges, Bonnie Emery, Cally Jennison

Guests: Edell Schaefer, Pat Ellingson, Susan Schweda

Call to order: 7:00 PM

Secretary's Report – Linda Steinberg.

- Minutes from the January meeting were approved.

Vice-President/Programming – JoAnne Peterson

- Carole Barrowman will be speaking on Monday, March 9 at 7 pm in the Community Room. Carole is a professor at Alverno College in addition to her writing career. You'll find her column, "Paging Through Mysteries," every third Sunday in the Milwaukee Journal Sentinel. She will enlighten us about books from some current mystery authors. Coffee and cookies will be served.
- Spring 2015 gardening program:—"Planning the Patio Vegetable Garden." Master Gardener Leigh Schlueter will be the presenter on April 23 at 7 pm.
- World War II Veteran and author Gene Schulz will discuss his book, "The Ghost in General Patton's Third Army," and his war experiences on Thursday, May 21 at 7 pm. Copies of his book will be available for sale. This program was setup by Nancy.
- Children's program on Tuesday, June 30th at 1:30 pm. Thelma Godin will present her book, "Hula Hoopin Queen" and Sara Akin will present her book, "Three Scoops and a Fig." Both authors will have their books available for sale.
- Discussion about providing an honorarium to a speaker who is not selling books in order to cover some of their out-of-pocket expenses. Group decided to approve on a case-by-case basis. Motion made by Terri to provide a \$25 honorarium to both Carole Barrowman and Leigh Schlueter. Dave seconded. Board approved.
- Per Edell, the Friends must funnel all program ideas through Cathy Tuttrup. Cathy will contact and coordinate the program on behalf of the Friends and the Library. The Friends will no longer set up programs.

Treasurer's Report – Kerstin Lanser.

- 2014 Annual Financial Report presented: Balance on hand at 12/31/2013 \$18,570.34 and at 12/31/2014 \$18,343.04. Income for the year was \$19,033.60. The majority of the income was from book sale receipts. Disbursements for the year were \$19,260.90. The largest category for disbursements represents donations to the Library. A question was asked about Miscellaneous expenses: \$891.96. The largest item in this category was \$575.00 for Aquarium maintenance. Edell suggested that we break out this expense in future annual reports.
- Current balance as of January 31st is approximately \$19,000.
- Greater Milwaukee Foundation balance as of 12/31/2014 is \$19,024.20.
- As noted in previous minutes, the bank notified Kerstin that if our checking account balance fell below \$5,000 we would incur banking fees. Originally the bank suggested we obtain a corporate credit card so that we would not be charged fees. After completing the appropriate paperwork, the bank determined that we are not eligible for a

corporate credit card. If we fall below \$5,000 and incur fees, the Treasurer will need to contact the bank and request that the fees be waived.

- Elsie and Dave provided sample voucher/receipt documents. At this time, we will not be changing our process for reimbursing expenses.

Membership's Report – Carol Surges - no update.

BPL Trustees Meeting – Elsie Mazurczak

- Elsie updated the Trustees on our 3 upcoming programs. Discussion regarding landscaping including a sculpture to be provided by the Friends.

Book Sale update – David DiBraccio

- 2015 book sale will be the second and third week of September. Starting May 1, we will begin scanning and boxing books. Dave will let us know when we will begin renting storage space and the cost. Discussion about the possibilities of a joint book sale with Elm Grove.

Facilities – Elsie Mazurczak

- Edell discussed the possibility of the Friends purchasing a bronze sculpture for the new landscaping. Trustees reviewing various landscaping plans and sculptures.
- The Library does not need additional tables. Friends will explore various options for obtaining additional tables for the book sale.

Special Events – Nancy Ring

- Train event for 2015 has been scheduled for November 20, 21 and 22. Setup Friday, noon to 3, event Saturday, 9 to 5, clean-up Sunday, 1-3 pm. No Library staff will be needed. Saturday, November 21st is the Library's craft day. No food drive is planned as this drive does not coincide with our mission plus there are many organizations already doing food drives. Nancy will put together a plan of which trains we can expect and what additional help is needed. In addition, the Board will vote on a request for \$100 donation to the Lionel Train Club. Hospitality will be in charge of refreshments.
- Suggestion for a monthly movie event scheduled Fall through Spring. Idea tabled. Library currently has a Watch It and Treat event that is not fully attended. Edell suggested it would need to be a special event due to needing staff for the projector and various copyright requirements.
- Suggestion for a Light of Hope event. Could put a light on the Christmas trees in memory of someone. Dollar amount to be determined at a later date. Board in favor of pursuing. Edell asked we work with one of her staff to design the ornament. Staff could collect for the lights.

Hospitality – JoAnne Peterson, Terri Mitchell

- Golda Meir Library tour: scheduled for Friday, March 27th at 2 pm. Meet at the library at 1 pm to car pool. 15 people signed up for the tour. Edell suggested we look into liability insurance for future events.
- National Library Week is April 12-18

Publicity update – Carol Surges – no update

President's Report – JoAnne Peterson

- Expect to have a proposed new Board for the March meeting. Possible new Board members: Susan Schweda and Sanat Gandhi along with Pat Ellingson, returning Board member.
- Received a thank you note from Edell for the staff Christmas gift.

Connie Jaremko Memorial – Todd Jaremko – No update

Greater Milwaukee Fund – David DiBraccio

- Dave provided various documents for discussion. Investments in the Endowment Fund totaled \$12,350. The initial investment was made March 3, 2007. The last one was made on January 25, 2012. Current balance as of December 31, 2014 is \$19,024.20. We can take funds out at anytime without fees or penalty. Letter signed by Board Chair is required. Suggested wording was included in the documentation.

Committees

- Review of the Committee structure and roles deferred to March meeting.

Adjournment at 8:55 pm

Next Meeting: Meeting March 23, 2015 at 7:00 PM.

Friends of the Brookfield Public Library
Meeting Date: January 26, 2015
Minutes of the Meeting

Present: Carol Surges, Kerstin Lanser, Linda Steinberg, Elsie Mazurczak, Pat Basting, Terri Mitchell, Nancy Ring, Bonnie Emery

Absent: JoAnne Peterson, Cally Jennison, David DiBraccio, David Chorski

Call to order: 7:05 PM

Secretary's Report – Linda Steinberg.

- Minutes from the November meeting were approved with 1 correction: request from Elsie for an agenda item at the January meeting to receive additional information on the Greater Milwaukee Fund. Agenda item assigned to David DiBraccio.

Vice-President/Programming – JoAnne Peterson

- Carole Barrowman will be speaking on Monday, March 9 at 7 pm in the Community Room. Carole is a professor at Alverno College in addition to her writing career. You'll find her column, "Paging Through Mysteries," every third Sunday in the Milwaukee Journal Sentinel. She will enlighten us about books from some current mystery authors.
- Spring 2015 gardening program:—"Planning the Patio Vegetable Garden." Master Gardener Leigh Schlueter will be the presenter on April 23 at 7 pm.

Treasurer's Report – Kerstin Lanser.

- Current balance as of December 31st is approximately \$18,300.
- Book sale proceeds: \$1,198.12 and raffle proceeds: \$215.
- The bank notified Kerstin that if our checking account balance fell below \$5,000 we would incur banking fees. Solution: obtain a corporate credit card with no annual fees and no fees if paid on time. We need to use the card once a year. Corporate credit cards will be issued to Kerstin and Carol.
- Greater Milwaukee Fund:—current balance \$18,947.96. Balance will be included in monthly treasurer's report.

Membership's Report – Carol Surges.

- We currently have 122 members.
- Additional members joined with the registration change for the Read and Eat Program. Members can register one day ahead of other library patrons.
- Decision was made not to include new member names in the newsletter. Nor will we recognize individual member contributions. (Privacy issues.)
- Board approved renewal letter to be sent to current members.
- No specific membership letter will be sent to staff.
- Ordered 1,000 membership envelopes: 18 cents each.

BPL Trustees Meeting – Elsie Mazurczak

- Trustees appreciated the thank you gift to the staff.

Book Sale update – David DiBraccio - no update

- 2015 book sale will be the second and third week of September.

Facilities – Elsie Mazurczak

- Consider purchasing a sculpture for the new landscaping.
- Kirsten suggested we talk to the Library to find out if they would be interested in additional tables. Last year, we rented tables for the book sale in September. Elsie to talk with Edell.

Special Events – Nancy Ring

- Extravaganza: (Minutes from Nov. Board meeting) Lionel Train Club's Polar Express set-up is on Friday from 12-3. Event: December 13 (10-4) and December 14 (1-3) in the Community Room. Serving hot chocolate, small candy canes. Books saved from the September book sale will be handed out to the children attending. A small donation will be made to the Lionel Train Club to help cover some of their costs. Sept. minutes included a budget of \$200. These items were also discussed at the Jan. meeting.
Terrific event: 395 people attended on Saturday and 97 people on Sunday for a total of 492. Costs exceed budget: Nancy suggested we reimburse her \$100 and do a donation to the Lionel Train Club for \$100. Kerstin suggested Nancy put together all of her receipts and submit them to her for a charitable donation. The Board agreed to pay for the cleaning of the Santa Claus suit. It was noted that 5 Library staff members were needed to take down the event on Sunday in order to meet the 4 pm deadline.
- Train event for 2015: coordinate with the Library to schedule on the same Saturday that the Library has a craft day and not during the Christmas season. Setup Friday, train event on Saturday, takedown on Sunday.
- Fourth of July parade: Friends will no longer participate. Motion by Terri, second by Elsie, Board approved.

Hospitality – JoAnne Peterson, Terri Michell

- Golda Meir Library tour: scheduled for Friday, March 27th at 2 pm. Meet at the library at 1 pm to car pool. Tour is open to the up to 20 people. Carol to send out notice to members. Reservations required to Terri no later than March 1.
- National Library Week is April 12-18

Publicity update – Carol Surges

- Carole Barrowman program will be listed in the City Newsletter.

President's Report – Carol Surges.

- Planning for new Board: David Chorski will not be returning. Possible new Board members: Susan Schweda and Sanat Gandhi.
- Received a very gracious note from Edell thanking us for all that we have accomplished this past year.

Connie Jaremko Memorial – Todd Jaremko – No update

Greater Milwaukee Fund – David DiBraccio

- Discussion moved to February meeting.

Committees

- Elsie indicated she is stepping down from membership in committees but will remain Chair of Facilities.

Possible New Program:

- Nancy suggested that we have Gene Schulz, a World War II veteran and author of the “Ghost in General Patton’s Third Army” come to speak at the Library. She was going to check with the Library, speaker, etc. Not sure if there is a speaker charge.

Adjournment at 8:40 pm

Next Meeting: Meeting February 23, 2015 at 7:00 PM JoAnne will be conducting the meeting.