

**PEWAUKEE PUBLIC LIBRARY BOARD MEETING  
BOARD OF TRUSTEES  
Wednesday, April 15, 2009 MEETING MINUTES**

1. Library Board members (Dale Noll, Laura Muchowski and Dawn Jones) along with Library Director Stoltz met at the Library's rain garden at 6:00PM. There was not a quorum.
2. Plans were reviewed for the rain garden sidewalk/boardwalk project.
3. The meeting of the Pewaukee Public Library Board was called to order in the Visaya Room at 6:30 PM by President Sally Ruf.

**Members Present:** President Sally Ruf, Laura Muchowski, Dawn Jones, Tom Calder and Dale Noll.  
Also Present: Library Director, Jennifer Stoltz, and Tom Hennen, Director of the Waukesha County Federated Library System

**Members Absent:** Dennis Sampson, Lisa Jansen

**Agenda Item # 5:** Citizen Comments – None.

**Agenda Item #6:** Approval of Consent Agenda. Tom Calder moved to approve the Consent Agenda. Dale Noll seconded. Motion carried. End of first quarter fiscal contribution is up to date for the first quarter of 2009.

- a. Approval of Minutes of March 26, 2009 meeting.
- b. Financial Reports
  1. Year-to-date Financial Report
  2. Current Accounts Payable & Accounts Receivable
  3. Treasurer's Report
- c. Library Monthly Statistics Report, Resident/Non-resident Circulation Report and Circulation by Item Categories (1<sup>st</sup> quarter 2009)
- d. Director's Report.

**Old Business:**

Dale Noll made a motion to go out of order to Agenda Item #13.

**Agenda Item #13:** Presentation by Tom Hennen, Director of the Waukesha County Federated Library System – Tom discussed the State Standards noting that all libraries in the county meet the State Standards. The total county dollars is going up less than 1%.

**Agenda Item # 7:** Discussion and possible action on the role of the Library's Fiscal Agent – the report from the March quarterly payment is on time. The Library Board will revisit this agenda item in July with regard to money deposited to the library account.

**Agenda Item # 8:** Discussion regarding upcoming Auditor visit – Jennie will invite Scott and Sue to the audit review. Jennie will send a list of questions to the auditors before their visit so they can address our questions.

**Agenda Item # 9:** Received and filed –Revision to the 2008 Public Library Annual Report – The report was filed.

**Agenda Item #10:** Discussion and possible action on request for change to the Meeting Room Policy-with regard to clean up and set of the meeting room: Jennie will create a form letter to be sent to a group that does not comply with clean up and set up procedures. Regarding hours: all members of the group using the meeting room must leave the building by 10:00 PM. Regarding frequency: patrons

may make one request per calendar month, per group, per room. An additional room usage may be requested less than 30 days prior to requested date and may be granted based on room availability and at the discretion of the Library Director or designee Dawn Jones made a motion to accept the changes to the policy. Dale Noll seconded, Motion carried.

**Agenda Item #11:** Discussion and possible action on acoustic sound & video project – Tom Calder made a motion to table this item. Dale Noll seconded. Motion carried.

**Agenda Item #12:** Discussion and possible action on rain garden sidewalk/boardwalk project – No action taken.

**New Business:**

**Agenda Item #14:** Appointed Nominating Committee for electing new BOT officers – Sally Ruf and Tom Calder will meet to recommend a slate of officers for the Library Board.

**Agenda Item #15:** Closed Session - Tom Calder moved that the Library Board convene into Closed Session under Section 19.85 (1)(c) of the Wisconsin State Statutes to consider employment, compensation or performance evaluation data on any employee over which the governing body has jurisdiction or exercises responsibility specifically the Library Director. Dale Noll seconded. Roll call vote: President, Sally Ruf –Aye; Dawn Jones – Aye; Laura Muchowski – Aye; Tom Calder – Aye; Dale Noll - Aye.

Tom Calder moved to reconvene into Open Session. Dale Noll seconded. Motion carried.

**Agenda Item #16:** Adjournment – Dawn Jones moved to adjourn at 8:28PM. Tom Calder seconded. Motion carried.

Our next meeting is scheduled for Wednesday, May 20 at 6:30 PM at the Pewaukee Public Library.

Respectfully Submitted,

Laura Muchowski  
Library Board Treasurer