

**PEWAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, February 21, 2018 - 6:30 PM**

Agenda Item # 1:

The meeting of the Pewaukee Public Library Board was called to order at 6:32 PM by Library Board President Dale Noll.

Members Present: Heather Gergen, Lisa Jansen, Jeff Kara, Laura Muchowski, Dale Noll, and Karen Wildman

Member Excused: Leslie Miller

Also Present: Library Director, Jennie Stoltz and Library Attorney Jim Dunlap, Walden & Schuster, S.C.

Citizens present: None

Minutes taken by: Lisa Jansen

Agenda Item # 2: Citizen Comments – none.

Agenda Item #3: Approval of Consent Agenda. Laura Muchowski moved to approve the Consent Agenda. Karen Wildman seconded.

a) Minutes December 12, 2017 meeting

b) Financial Reports: Year-to-date Financial Report (2017 and 2018), Current Accounts Payable & Accounts Receivable, and Treasurer’s Report

c) Library Monthly Statistics Report (December, 2017 and January, 2018)

d) Director’s Report

Jennie Stoltz indicated that there was an error in the minutes from December 12, 2017. Under agenda item number three, section a) the date needed to be changed from October 18, 2017 to November 15, 2017. Director Stoltz also informed the board that she had passed out an YTD Financial Report for January, 2018 that had not been included in the board packet. Her focus had been on the year-end 2017 report since it was needed for the State Annual Report. She said that there were no areas of concern on the new report for the first month of the year.

Heather Gergen asked Director Stoltz to explain again the significance of the “Items from Other Libraries” and the “Items to Other Libraries” statistics since she recalled we wanted to send more items to other libraries. Director Stoltz said she was correct, that it was better for the Library to be a “net-lender” (lend more than we borrow) than a “net-borrower” (borrow more than we lend). Currently the library is a net-borrower but staff are working on trying to reverse that and the first month’s statistics are very positive. Hopefully the Library can keep moving in that direction.

Heather Gergen asked if it would be appropriate to ask about a specific invoice at this time. Jeff Kara and Jim Dunlap both concurred that since the invoice in question was on the list of invoices to be approved it would be okay to discuss at this time. Trustee Gergen mentioned that the Village Board had great concerns over an invoice for holiday lighting. They felt it was an inappropriate expense. Director Stoltz explained that the holiday lighting invoice was rather expensive this year because the Library purchases the lights the first year but that in subsequent years the amount will be significantly lower because the Library will only be paying for labor. It will probably be about a third to a quarter of the cost. Director Stoltz said she had switched to a new company because the previous company that had been used was extremely unreliable. The lights only worked about half the time and Library staff spent a good amount of time calling to get someone to come and fix the problem. Eventually they would give up. Last year, despite being contacted multiple times, the company didn't come to take down the lights and the wreath until it was almost Easter. When Director Stoltz hired the new company she showed them the lights and timers from the previous company but it turned out none of them could be used because they were not LED and the extension cords and timers were notorious for shorting out (thus the ongoing problems). Since then Director Stoltz discovered that the company we had stopped using had multiple complaints against them. Director Stoltz feels that having the lighting on at the Library during the darkest time of the year makes it more inviting. It is a time of year where we tend to have lower attendance numbers, so making the Library stand out is important.

There were other concerns as well about other invoices which had been voiced at a Village Board meeting on January 16, 2018.

Jeff Kara said that he had mixed feelings on the holiday lights issue. He personally hadn't even noticed them but his wife had said that she found them to be lovely. He thinks that perhaps the expense may have been unwise but that he wanted it to be know that he found the letter from the Village's attorney Mark Blum, as well as the comments made at the Village Board meeting about library expenditures, particularly the comment that the "budget seems to be out of control," completely offensive. He said both implied that the Village Board felt that the Library board was not doing a good job as the Library's fiscal custodians.

He wanted to remind the Village Board that it is the Library Board that governs its own budget and expenditures. He said that he felt that part of the problem could be that there were a few new members on the Village Board who were unfamiliar with how the Library Board oversight worked.

Dale Noll said he felt the same way – that he too had been offended by the Blum's letter and the comments made by Village Board trustees about the Library for the same reasons Jeff had.

Heather Gergen brought up another concern that arose during the budgeting process for the 2018 budget. She said that a few Village Trustees had asked about the Miscellaneous line in the Library's budget. Director Stoltz noted that the line in question was a category that had been assigned by the Village and she said that she had explained to the Village Trustees at the budget workshop what the breakdown was for that category. Trustee Gergen said that there was some follow-up that Director Stoltz was supposed to have done but didn't. Director Stoltz apologized and said that she must have misunderstood because she didn't recall that she was to have done anything further.

Jeff Kara wondered if there wasn't a possibility that the Village could create a separate Library Fund rather than co-mingling the account and that the fund then could be used to pay expenses. That would then keep everything clean and separate. Director Stoltz explained that the Village of Sussex already does it that way. She said she spoke with the Director of the Pauline Haass Public Library and that their Village keeps a separate Library account and whenever they need to pay invoices they will transfer funds from the one account into the general account. She said that the only invoices/checks that the Village Board approves that belong to the Library are shared ones – for example, utility bills where several departments are billed together.

Heather Gergen brought up the Miscellaneous account again and said that the Village board is waiting for more detail and for Jennie to follow up. They would like to be provided with a breakdown of the miscellaneous category in the future.

Director Stoltz said that the Miscellaneous category is already broken down, along with the other categories, in her Y-T-D report that she creates for the Library Board and that the report is included in the Board Packet which is sent to the Village every month. Any member of the Village board could see it if they chose to.

Jim Dunlap said that really the Village Board should be acting as fiscal agent and getting into this level of scrutiny is not appropriate. Having said that though, he feels the Library Board should be cooperative and of course as transparent as possible and should always provide good explanations when asked for information.

It was agreed that the best thing to do was for Director Stoltz to email a copy of the Year-to-date Financial Report that she provides to the Library Board to Village Administrator Scott Gosse so he can include it in one of the Village Board packets each month that way the Village board will be able to see the breakdown of the Miscellaneous category as well as other categories as well. It will show them a more accurate overview of the Library's budget and spending.

Motion carried.

Agenda Item #6 Jeff Kara made a motion to take Agenda item #6 *Discussion and possible action on the letter sent on behalf of the Library Board to the Village of Pewaukee Board of Trustees regarding governance over the Library's invoices* out of order. Heather Gergen seconded. Motion carried.

Because most of the discussion on this subject had taken place earlier during the Consent Agenda portion of the meeting there was not much more to add. Heather Gergen said that she has told Village Board members that they should run any questions they have through her. It was agreed the board should continue to stick to the budget and remain as transparent as possible. Jeff Kara said that he would like to work toward establishing stricter boundaries and perhaps the issues about the co-mingling of accounts should be brought up to Baker-Tilly. No action taken.

Old Business:

Agenda Item # 4 Discussion and possible action on the following policies: Meeting Room.
Tabled.

Agenda Item #5 Discussion and possible action about Property, Liability, and Workers' Compensation Insurance.

Heather Gergen asked at the January 16th Village Board meeting about the Library's property, liability, and worker's compensation insurance costs increasing so dramatically over the past few years. Village Administrator Scott Gosse said that they had needed to reallocate the costs and explained how they had come up with the method that they were using. This was included in the January 16th Village board minutes which Director Stoltz included in the Library Board packet. Several Library board members were curious as to what the reasoning was behind using this new method. Jeff Kara felt that the Library should get its own quotes for insurance. Director Stoltz said she had been speaking with the Director at the Sussex Library (which is relatively comparable in size to the Pewaukee Library) and they are paying about half overall in cost for the same three types of insurance combined.

Jeff Kara made a motion that Director Stoltz get quotes on Property, Liability, and Worker's Compensation Insurance for the Library for the next budget cycle. Dale Noll seconded. Motion carried.

NEW BUSINESS:

Agenda Item #7 Discussion and possible action on the 2017 State Annual Report. Jeff Kara made a motion to approve the 2017 State Annual Report. Laura Muchowski seconded. Motion carried.

Agenda Item #8 Receive and File 2018 Organizational Chart. No action taken.

Agenda Item #9 Receive and File corrected Pewaukee Public Library Board Calendar 2018. No action taken.

Agenda Item #10 Discussion and possible action on the Replacement Costs for Lost or Damaged Materials policy. Director Stoltz explained that now that the Library is accepting credit card payments via the catalogs it will complicate things slightly regarding refunding returns. She said that if an individual pays for a lost item via the e-commerce system (on a catalog or from home/a personal device) and then they find the item within the 30 days we won't be able to refund the money at that time because we do not get e-commerce payment within 30 days. Right now it is running at about 30 days behind. We could go to quarterly payments which could delay things further.

Director Stoltz also informed the Board that there are only 4 other libraries in the system, out of 24 total, who currently allow for refunds on lost materials that are later found.

The Board said that they feel that not doing refunds would be poor customer service and they want the Library staff to come up with an approach on how to deal with refunds, possibly with a fee associated. No action taken.

Agenda Item #11 Goals - 1. Financial #2 (Work with the Foundation, the Friends of the Library, and other community groups to continue financial support of the Library) and Advocacy #1 (Enhance

relationships with the Friends of the Library, Foundation, and City and Village officials) and Advocacy #4 (Support the Library Foundation's Capital Campaign Expansion Project). No action taken.

Agenda Item #12 Trustee Essentials - #6 (Evaluating the Director) No action taken.

Agenda Item #13 ADJOURNMENT: Jeff Kara made a motion to adjourn. Karen Wildman seconded. Motion carried.

Meeting adjourned at 7:59 pm.

The next meeting is scheduled for Wednesday, March 21, 2018 at 6:30 PM at the Pewaukee Public Library.

Respectfully Submitted,

Lisa Jansen
Library Board Trustee, filling in for Secretary Leslie Miller

Approved March 21, 2017