

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

Agenda Item # 1:

The meeting of the Pewaukee Public Library Board was called to order at 6:36 PM by Library Board President Dale Noll.

Members Present: Heather Gergen, Lisa Jansen, Jeff Kara, Leslie Miller, Laura Muchowski & Dale Noll

Member Excused: Karen Wildman

Also Present: Library Director, Jennie Stoltz

Citizens present: None

Minutes taken by: Leslie Miller

Agenda Item # 2: Citizen Comments – none.

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

- a) Minutes October 18, 2017 meeting
- b) Financial Reports: Year-to-date Financial Report, Current Accounts Payable & Accounts Receivable and Treasurer's Report
- c) Library Monthly Statistics Report
- d) Director's Report

Discussion included Heather Gergen stating the Village Board was pleased with the recent addition of the Year-to-Date Library Financial Report being included in their board packet and they appreciated the explanation of the cadence of expenses. In the Director's report Jennie Stoltz included a summary of other area libraries' circulation statistics for March to show that many had declining numbers in February as well. No concrete reasons are known, but the popularity of digitally downloaded items is continuing to grow and could be having an impact on use of other materials. Other possible factors are the weather and even the Winter Olympics.

The motion to approve the Consent Agenda carried with Leslie Miller recusing herself from approval of the February Minutes as she was not present at the February meeting.

Old Business:

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

Tabled.

Agenda Item #5 Discussion and possible action on 2018 Director Goals.

Leslie Miller and Laura Muchowski presented their work on drafting the 2018 Director Goals to the other Trustees. Changes included listing Goals by importance/priority and minor changes to text. It was also determined that Emergency Training on all situations—not only weather—needs to remain an annual goal.

Heather Gergen made a motion to approve the recommended Draft of the 2018 Directors Goals as amended. Jeff Kara seconded. Motion Carried.

Agenda Item #6 Discussion and possible action about Property, Liability, and Workers Compensation Insurance.

Director Stoltz reported that Scott Gosse, Village Administrator, was invited to the meeting to explain costs and the allocation process but was unable to attend. He also confirmed he is unable to attend the April Library Board of Trustees meeting.

Trustee Gergen informed the Board that she had been told by Village Administrator Scott Gosse that he did not think the Library Board was going to be able to get Property, Liability, and Workers Compensation Insurance. Trustee Kara, noted that it says right in Section 10 of the Joint Library Agreement (currently in force), that the Joint Library Board is responsible for providing insurance coverage. Trustee Gergen clarified that it wasn't that Mr. Gosse believed that the Library Board may not have the legal right to do so, it was that he didn't think that insurance companies would be willing to give the Library/Library Board quotes because they might not recognize the Library Board as a legal entity. Trustee Kara disagreed and said that the Library Board was most definitely a legal body. It was pointed out that the Library already has contracts with other vendors. It was decided that there is no need to wait for Gosse to attend a Library Board meeting and the Director should seek quotes. It was also requested that the Director ask the Village Administrator who determined the allocation method being used to divide up the insurances charges between the various departments and the Library and to invite the R&R insurance representative to a future Board of Trustee's meeting if it was that individual who had come up with the method/formula.

No action needed.

NEW BUSINESS:

Agenda Item #7 Discussion and possible action on the *Allowable Cost Worksheet for Waukesha County Libraries – in Bridges Library System*

Director Stoltz explained this is an annual procedure so that the Library System can monitor that all libraries in the system are correctly reporting information to their Boards. A brief discussion followed.

Laura Muchowski made a motion to approve the Cost Worksheet as presented. Jeff Kara seconded. Motion Carried.

Agenda Item #8 Discussion and possible action on an open house for the WAPL (Wisconsin Association of Public Librarians) Conference on Wednesday, May 2, 2018

Director Stoltz reported this Conference is rarely held in Waukesha County and is a great opportunity to showcase Pewaukee's Library. The Library Calendar has been checked and no other groups will be affected. The Friends of the Library's Book Sale will be set up, but will not be accessible during this event. The Friends sale will start on Thursday, as planned, with no disruption.

Leslie Miller made a motion to approve closing the Library at 6:00 pm on Wednesday, May 2, to accommodate the WAPL Open House. Jeff Kara seconded. Motion carried.

Agenda Item #9 Discussion and possible action on the date for the Spring Staff Development Day (May 18, 2018)

Director Stoltz explained this is the only date available when all staff will be on-hand. She also stressed the importance of this Development Day as it will include emergency training facilitated by two members of the Pewaukee Police who will address "active shooter" and other emergency scenarios.

Jeff Kara made a motion to close the Library on May 18 for the Spring Staff Development Day. Laura Muchowski seconded. Motion carried.

Agenda Item #10 Goals – Administrative #5 (Begin planning and create a timeline for new strategic plan) and Advocacy #2 (Strengthen the relationship between the Board of Trustees and the municipalities through the City and Village liaisons by arranging tours for the municipal officials).

No Action Needed

Agenda Item #11 Trustee Essentials – # 24 Library Friends and Library Foundation

No action taken.

Agenda Item #12 Goals – Closed Session - The Library Board will go into closed session pursuant to Wisconsin State Statute 19.85 (1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically the Library Director.

Heather Gergen made a motion to go into Closed Session. Jeff Kara seconded. After a Roll Call Vote the Motion Carried.

Agenda Item #14 ADJOURNMENT

Jeff Kara made a motion to Adjourn. Heather Gergen seconded. After a Roll Call Vote the Motion Carried.

Meeting adjourned at 9:00 pm

NEXT MEETING SCHEDULED: April 18, 2018 at 6:30 pm

LOCATION: Visaya Room, Pewaukee Public Library, 210 Main Street, Pewaukee, WI

Respectfully Submitted,
Leslie Miller
Library Board Secretary

Minutes approved on April 18, 2018