

**PEWAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES  
MEETING MINUTES  
Wednesday, May 16, 2018 - 6:30 PM**

**Agenda Item # 1:**

The meeting of the Pewaukee Public Library Board was called to order at 6:35 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: Jennie Stoltz, Library Director; Paul McEvilly, Baker & Tilly

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 April 18, 2018 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

The Director's Report had an error on a date which will be corrected by Jennie Stoltz (Municipal section, presentation to the City was given on April 16<sup>th</sup>, not May 16<sup>th</sup>). Jeff Kara had a concern regarding the Professional Services - Insurance line on the Year-to-date Financial Report. The report stated it had reached 66% of the total before 2/3<sup>rd</sup>s of the year has passed. Director Stoltz explained that line was for property, liability, and worker's compensation insurance combined and that most of it was paid in quarterly payments but one part (she thought it was the library's property insurance) had been paid in full for the year.

Trustee Kara also asked for clarification on the \$745 paid to the City of Pewaukee. Jennie Stoltz stated that it was the cost of the Summer Library Program inserts that went into the summer Park & Rec Program booklets. This insert is one of the most successful and cost effective promotions for the Library's Summer Youth Programs.

The motion carried with abstentions by Heather Gergen, Lisa Jansen, and Jeff Kara on the April minutes due to their excused absences from the April 2018 meeting.

**New Business:**

A motion was made by Lisa Jansen and seconded by Jeff Kara to take Agenda Item #6 out of order to allow Paul McEvilly to present earlier in the meeting. The motion passed unanimously.

**Agenda Item #6:** Report from Paul McEvilly of Baker & Tilly on the 2017 Library audit.

Copies of the Audit were provided and Paul McEvilly stated that the Library had received an unmodified opinion. Also, the previous issue of segregation of duties has been resolved.

No action needed.

**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. Tabled.

**NEW BUSINESS:**

(Note that Agenda #6 was taken out of order)

**Agenda Item #7** Discussion and possible action on establishing a list of questions by the Library Board of Trustees for the library's Fiscal Agent to be answered at the June meeting.

Director Stoltz had a list of possible questions for the Board to discuss. The Board conducted a lengthy review and offered suggestions and revisions.

Dale Noll made a motion to have Director Stoltz draft the agreed upon questions for the Village Administrator and to send them to the Village Administrator with adequate time for his review; contingent upon the Board's review and approval of the final set of questions. Lisa Jansen seconded. The motion passed unanimously.

**Agenda Item #8** Discussion and possible action on appointing a nominating sub-committee to elect new BOT officers for 2018-2019. Karen Wildman and Lisa Jansen will serve as the Nominating Committee. No action needed.

**Agenda Item #9** Goals – Financial #1 (Prepare & audit the annual budget with the Library Director's Input) and Governance #4 (Review revisions of policies per schedule and job descriptions as needed). No action needed.

**Agenda Item #10** Trustee Essentials – #9 Managing the Library's Money. No action needed.

**Agenda Item #11** ADJOURNMENT. Leslie Miller made a motion to adjourn. Heather Gergen seconded. Motion carried unanimously. Meeting adjourned at 8:25 pm

**NEXT MEETING SCHEDULED: June 20, 2018**

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

Respectfully submitted,

Leslie Miller,  
Library Board Secretary