

**PEWAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, June 20, 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, Leslie Miller, Laura Muchowski, Dale Noll & Karen Wildman

Member Excused: none

Also Present: Library Director, Jennie Stoltz; Village of Pewaukee Administrator, Scott Gosse
Citizens present: Village Board President, Jeff Knutson
Minutes taken by: Leslie Miller

Agenda Item # 2: Citizen Comments – none.

Agenda Item #3: Approval of Consent Agenda. Jeff Kara moved to approve the Consent Agenda. Lisa Jansen seconded.

- a. Minutes May 16, 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

Director Stoltz brought the Board up-to-date on developments in the PLSR Project which has to do with the Consolidation of Library Systems in the State of Wisconsin—a project that has been worked on for quite some time and is now going out for survey. Director Stoltz is extremely concerned about the proposal models offered and how they will affect Library System structures and budgets if implemented. Stoltz will be asking the Board of Trustees to take part in the surveys. Heather Gergen suggested a possible meeting to educate the public on this issue and including other Library stakeholders (Friends and Foundation Board and volunteers). Karen Wildman suggested advising the Pewaukee School Board and key staff as well.

The motion carried unanimously.

Old Business: None

New Business:

Agenda Item #5: Discussion and Q&A with Scott Gosse, Village Administrator, Village of Pewaukee

Scott Gosse was invited to join in a conversation/discussion to assist the Library Board of Trustees understand the specific duties and responsibilities the Village performs on behalf of the Library in the Village's role as the

Library's fiscal agent. The Library Board of Trustees also had questioned the allocations made for building, liability, and worker's compensation insurance. A list of questions, developed by the Library Board of Trustees, had been provided to Scott Gosse in advance of the July meeting.

Mr. Gosse passed out written answers to the questions that had been given to him advance of the board meeting along with supplementary materials. Both will be included in the archived board packet. He provided a thorough and detailed explanation of how the fiscal agent fee is calculated including: a list of tasks performed, service provided, and the percent of staff time costs allocated to these duties. Scott also explained that the insurance costs were based on payroll costs and/or categories of personnel, and that these rules were not arbitrary.

On a separate question, a decision was made and agreed to by both Director Stoltz, the Library Board of Trustees and Administrator Gosse, that a new process will be put in place during Village of Pewaukee Board meetings concerning the Library expenses. Library expenses are included in the financial reports the Village Board receives, yet they do not have authority to approve these transactions. The legal responsibility lies strictly with the Library Board of Trustees. Therefore, when motions are made to approve or not approve financial transactions during the Village of Pewaukee Board Meetings, it will be made clear that any actions, or votes will EXCLUDE Library transactions or expenses.

All present also agreed to continuing these conversations in the future and to have clear processes in place for notification of procedural or cost changes.

The Library Board of Trustees thanked Mr. Gosse for his time and willingness to work on improving communications and understanding.

No action needed

Agenda Item #6 Discussion and possible action on the election of Board of Trustee officers for 2018-2019

Lisa Jansen had contacted the following Board members who in turn, consented to be considered for the following roles for the next year.

Dale Noll, President
Leslie Miller, Secretary
Laura Muchowski, Treasurer

A motion was made by Jeff Kara and seconded by Heather Gergen to accept these nominations and elect these people in their respective roles.

The motion passed unanimously

Agenda Item #7 Discussion and possible action on Waukesha County Library Standards Certification

Jennie Stoltz advised the Board that the Pewaukee Library had met all of the standards noted on this annual certificate and briefly went through the process and document.

Lisa Jansen made a motion to approve the Waukesha County Library Standards Certificate and Jeff Kara seconded. The motion passed unanimously.

Agenda Item #8 Discussion and possible action on 2018 Amended Pewaukee Public Library Budget

A motion was made by Jeff Kara and seconded by Heather Gergen to reapprove the 2018 final budget for resubmittal to the City of Pewaukee and the Village of Pewaukee. The motion passed unanimously.

Agenda Item #9 Discussion and possible action on starting time of the monthly Library Board meetings

Jennie Stoltz shared a concern regarding the length of the Library Board meetings and the closing time of the Library and suggested a 6:00 pm starting time. After discussion, it was determined that Board meetings in the future would continue to start at 6:30 pm, and end in a timely manner. No action taken.

Agenda Item #10 Discussion and possible action on replacement of screen, projector, and upgrade to digital video cabling

Jennie Stoltz explained that the current screen in the Community Room had been broken for some time and is not able to be replaced as they are no longer made nor are parts available. She has received a quote to replace the screen, projector and upgrade to digital video cabling. The new installation will also allow for a better use of space in the Community Room. Heather Gergen suggested a flat screen television monitor might be a better option.

Leslie Miller made a motion to approve the replace of the screen, projector and upgrade to digital video cabling. Laura Muchowski seconded.

The motion passed with 6 in favor and Heather Gergen against.

Agenda Item #11 Discussion and possible action on Resolution No. 2018-01 Establishing the Expenditures of Library Fund Balance for upgrades to video system and screen replacement

Per the previous discussion in Agenda Item #10, Laura Muchowski made a motion to approve the numbers in the estimate provided, plus electrical expense not to exceed \$2000 as an expenditure from the Library Fund Balance. Jeff Kara seconded.

The motion passed with 6 in favor and Heather Gergen against.

Agenda Item #12 Goals – Governance #2 (Select nominating committee and elect officers). No action needed.

Agenda Item #13 Trustee Essentials – #27 Trustee Orientation and Continuing Education and #4 Effective Board Meetings and Trustee Participation. No action needed.

Agenda Item #14 ADJOURNMENT

Jeff Kara made a motion to Adjourn.
Heather Gergen seconded.
Motion carried unanimously.
Meeting adjourned at 8:38 pm.

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

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