

**PEWAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES  
MEETING MINUTES  
Wednesday, July 18, 2018 - 6:30 PM**

**Agenda Item # 1:**

The meeting of the Pewaukee Public Library Board was called to order at 6:31 PM by Library Board President Dale Noll.

**Members Present:** Lisa Jansen, Jeff Kara, Leslie Miller, Laura Muchowski, Dale Noll & Karen Wildman

**Member Excused:** Heather Gergen

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. Jeff Kara moved to approve the Consent Agenda noting a modification to the June Minutes, adding the materials handed out by the Village Administrator at the June 2018 meeting to the archived board packet, which is available upon request.

Laura Muchowski seconded.

- a. Minutes June 20, 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 motion carried unanimously.

**Old Business:**

**Agenda Item #4:** Discussion and possible action on the Q&A with Village Administrator, Scott Gosse about the Village's fiscal agency

Trustee Gergen submitted a request prior to the meeting that this Agenda Item be moved to the August meeting so she could be present for the discussion. Her request was granted. Agenda item tabled.

**Agenda Item #5** Discussion and possible action on the PLSR (Public Library System Redesign) Project.

Jennie Stoltz reviewed new developments with this state-wide project. She reported that a comparison table of the two proposals had been added that included financial impacts of each. Stoltz suggested the Board members complete a Review Survey that is available to all interested citizens so their views could be included in the summary to be discussed in meetings later in July.

No action needed

**New Business:**

**Agenda Item #6** Discussion on 2019 Draft Pewaukee Public Library Budget

Jennie Stoltz provided the draft version of the 2019 Budget stating it is just the “first look”. Insurance costs are not yet available. A final version will be ready for the August meeting when it will need to be approved.

No action needed.

**Agenda Item #7** Discussion and possible action on the following policies: Study Room Use and Library Card Registration

Jennie Stoltz explained the proposed changes to the Study Room Policy would provide more equitable and monitored access. The Library Card Registration Policy updates were primarily to reflect the addition of Jefferson County to the Bridges Library System.

Lisa Jansen made a motion to approve the Study Room Use and Library Card Registration policies and Jeff Kara seconded. The motion passed unanimously.

**Agenda Item #8** Review progress of Library Board’s Goals

The Board reviewed the Goals and suggested more time be spent on a list and projections for capital expenses through 2025 in order to give municipalities a better understanding of future needs.

No action needed.

**Agenda Item #9** Review progress of Library Director’s Goals

The Board reviewed the Goals.

No action taken.

**Agenda Item #** Goals – Financial #3 (Work with both municipalities through the City and Village liaisons to clarify the definition of capital expense as it relates to Library budgeting) and Financial #4 (Encourage both municipalities to formalize each entity’s financial obligation as it pertains to Library capital expenses) and Financial #5 Work with both municipalities to define the format of the Library’s budget submission for capital expenses.

No action needed.

**Agenda Item #11** Trustee Essentials – #13 Library Advocacy

No action needed.

**Agenda Item #12** ADJOURNMENT

Jeff Kara made a motion to Adjourn  
Karen Wildman seconded. Motion carried unanimously.  
Meeting adjourned at 8:00 pm

**NEXT MEETING SCHEDULED: August 15, 2018, at 6:30 pm**  
**LOCATION: Visaya Room, Pewaukee Public Library, 210 Main Street, Pewaukee, WI**