

**PEWAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, October 17, 2018 - 6:30 PM**

Agenda Item # 1:

The meeting of the Pewaukee Public Library Board was called to order at 6:34 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—all present

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. Lisa Jansen moved to approve the Consent Agenda. Karen Wildman seconded.

- a. Minutes August 15, 2018 meeting—Karen Wildman, Leslie Miller & Lisa Jansen were not present at the August 15 meeting therefore abstained from approving those minutes. Heather Gergen abstained from approving the September minutes as she was not present at that meeting. In addition, Karen Wildman abstained from the October minutes as she was not present for that 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

Various items in the Financial Reports were discussed focusing on expenditure line items that had reached over 100% to-date. Director Stoltz explained those variants to the Board’s satisfaction. Also Jeff Kara requested an explanation of the Grants and Restricted Donations line items. Jennie Stoltz also defined those to the Board’s satisfaction.

Voting on this motion was split in order that only those Board members present for the Meetings whose Minutes were being approved voted for each set of Minutes separately. All Meeting Minutes were approved unanimously. Another vote on the Motion to Approve the Consent Agenda with the exception of the Meeting Minutes and that motion passed unanimously.

Old Business:

Agenda Item #4: Discussion and possible action on the 2019 Holiday Closures

Director Stoltz explained that although the Board approved the 2019 Holiday Closures at the September 19, 2018, meeting, the document did not include the 6:00 pm early closing the Wednesday before Thanksgiving. Leslie Miller reminded the Board that they had voted in 2017 to approve this early closing on an Annual basis. However, Stoltz felt it was best to approve this new document to be sure everyone was approving the complete 2019 Holiday Closure document.

Heather Gergen stated that the Waukesha Library is open the Friday after Thanksgiving and voiced her opinion that library patrons might appreciate the Pewaukee Library also staying open the Friday after Thanksgiving. Jennie Stoltz mentioned that all Village of Pewaukee offices are closed that day. Dale Noll suggested asking the Waukesha Library what their patron count is on the Friday after Thanksgiving for future discussions.

Jeff Kara moved to approve the 2019 Holiday Closures. Lisa Jansen seconded. The motion carried unanimously.

****At this point a Motion was made by Karen Wildman and seconded by Heather Gergen to take Agenda Item #6 out of order to allow Jenny Wegener, Head of Children's & Young Adult Services to present to the Board. This motion carried by a unanimous vote.**

Agenda Item #6 Presentation by Jenny Wegener (Head of Children's & Young Adult Services) on the Youth Services Summer Programs

Jenny provided a list of Youth Services Community Partnerships to show the Board how involved different institutions, fraternal groups, businesses, educators and volunteers, are with the Children's and Young Adult programs. These partnerships enrich what the Library offers in a multitude of ways and Wegener feels a special connection between the community and the Library has been established.

The Board thanked Jenny for her energy, passion, dedication and professionalism to the Pewaukee Public Library.

Agenda Item #5: Discussion and possible action on the 2019 Pewaukee Public Library Budget

After discussion and the agreed upon suggestion by Karen Wildman to add the word "*estimated*" to those line items where final numbers are not yet available for reasons beyond the Director's control, Lisa Jansen moved to approve the budget. Laura Muchowski seconded. The motion carried with Jansen, Kara, Miller, Muchowski, Noll and Wildman voting Yes, and Gergen voting No.

New Business:

****see reference to Agenda item #6 being moved out of order**

Agenda Item #7: Discussion and possible action on the preauthorization of payment of bills and invoices by the Board of Trustees.

Director Stoltz provided a breakdown of all current Vendor payment terms and expressed concerns about incurring late charges if the suggested change (having the Library Board of Trustees approve invoices before they are paid) was put in place. Heather Gergen, who also sits on the Village of Pewaukee Board, and Jeff Kara, who is a City of Pewaukee Council Member, both stated that checks for those municipalities' invoices are cut and sent before the Municipal Board approves the actual invoice.

No action taken as this discussion was tabled for a future meeting.

Agenda Item #8: Goals: Governance #5 (Review and Adopt Collection Development Plan)

No action needed.

Agenda Item #9: Trustee Essentials: #25 – Liability Issues

No action needed.

Agenda Item #10: ADJOURNMENT

Leslie Miller made a motion to adjourn.

Karen Wildman seconded. The motion carried unanimously.

Meeting adjourned at 8:00 pm

NEXT MEETING SCHEDULED: November 14, at 6:30 pm

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