

**PEWAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, November 14, 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—all present

Also Present: Library Director, Jennie Stoltz; Members of the Pewaukee Astronomy Club including: Mike Paquette, Club President and Randy Buchwald
Citizens present: Olaf and Ruth Harken, Harken Observatory benefactors
Minutes taken by: Leslie Miller

Agenda Item # 2: Citizen Comments – none (see Agenda Item #4)

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

- a. Minutes August 15, 2018, September 19, 2018, and October 3, 2018 meetings — Approval of these past minutes were again on this Agenda due to various Board absences for the stated meetings. Refer to October 3 minutes for details. Heather Gergen asked for an amendment to the October 3 minutes and after discussion, President Noll asked that a separate motion be made to vote on the October 3 minutes as a separate item from the Consent Agenda.
 1. Lisa Jansen made a motion to approve the minutes as published and Laura Muchowski seconded. This vote passed with Lisa Jansen, Jeff Kara, Leslie Miller, Laura Muchowski and Dale Noll voting in favor. Heather Gergen voted against. The motion passed.
- 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 to approve items on the Consent Agenda except for the Minutes passed unanimously.

Old Business:

Agenda Item #4: Discussion and possible action on the Observatory Policy

Library Director Stoltz presented a Draft of a proposed updated Harken Observatory Policy for the Board to consider. Mike Paquette, President of the Pewaukee Astronomy Club (PAC) voiced a strong concern about the added language in the Policy that asked for a 48 hour notice from the PAC when they needed to use the Harken Observatory outside of regular Library Hours. He and the other representatives voiced how it is not practical to have 48 hours as a restriction when a significant astronomical event could be observed. Weather being only one issue. Director Stoltz was concerned that at times the Library Staff could be caught unaware that others

were in the building and it could be startling and created an unneeded fearful encounter. Director Stoltz also referenced the original agreement that had more limiting language. Mike Paquette of the PAC stated the Club has become more active in recent years and they would like to have even more community involvement. However, the PAC and its members are willing to adhere to prior commitments. Trustee President Noll, reinforced that the Board of Trustees is in favor of the Harken Observatory being utilized to its maximum potential and agreed that the Pewaukee Library is fortunate to have the Observatory and the strong backing of its' benefactors and the PAC. Ruth and Olaf Harken also spoke to the quality of the current observations and the possibility of global partners in future observations.

All came to the mutual understanding that the Policy Draft will be revisited and this item was tabled.

Agenda Item #5 Discussion and possible action on library policy regarding preauthorization of payment of bills and invoices by the Board of Trustees

The Board acknowledged it is necessary that Library payables will need to be paid before the Board sees the payments and the Library Board of Trustees will review these payables after the fact. President Dale Noll also stated that occasionally the Library will have non-itemized invoices that may result in a hand-written receipt. It is the Board's intention to establish a policy to address these outlier events.

At this point, it was determined that before drafting these policies it would be helpful to review the Village of Pewaukee's Accounting procedures. President Noll requested Director Stoltz to obtain a copy of the accounting policies and procedures used by the Village of Pewaukee before taking the next step in this process.

Item tabled.

New Business:

Agenda Item #6 Discussion and possible action on 2019 Annual Addendum to the Bridges Library System Member Library & CAFÉ Agreements

Jeff Kara made a motion to approve the 2019 Annual Addendum to the Bridges Library System Member Library & CAFÉ Agreements. Karen Wildman seconded.

The motion carried unanimously.

Agenda Item #7 Discussion and possible action relating to relations between the Village and the Library

President Dale Noll reported that the 2019 Library Budget had been approved at the recent Village of Pewaukee Board Meeting which he and other Library representatives attended. He also expressed his opinion that the Village of Pewaukee Board may not understand the autonomous nature of Library governance. He also stated it is important that relations between the Library Board of Trustees and the Village Board need to improve.

No action needed

Agenda Item #8 Discussion and possible action on holiday lighting

Library Director Jennie Stoltz reported that the cost for installing and removal of the holiday lighting (purchased in 2017) would be \$2000.00. Heather Gergen stated that getting alternate bids for services should be a priority. President Noll stated the common practice has been approval needed only for expenditures \$5000 and over. After more brief comments:

Leslie Miller made a motion to approve the \$2000 expense to install and remove the holiday decorations. Lisa Jansen seconded. The motion carried unanimously.

Agenda Item #9 Select BOT sub-committee to review progress of Director on 2018 goals and to set the Directors goals for 2019 to be adopted at the January, 2019 meeting

The Board began the discussion of who would be able to work on this sub-committee, but before the discussion could go further, Library Director Jennie Stoltz handed out copies of her resignation letter dated November 14, and addressed to Board President Dale Noll.

The Board was surprised and immediately thanked Jennie for her years of service. Also stating she has been an asset to the Library and a valuable resource to the Board.

Due to this development this Agenda Item was tabled.

Agenda Item #10 Select BOT sub-committee to set 2019 BOT goals to be adopted at the December meeting

This item was tabled.

Agenda Item #11 Discussion and possible action on the date of the December board meeting

After discussion of other dates, it was determined the December Library Board of Trustees Meeting would not change and will be held on Wednesday evening, December 19, as planned.

No action needed.

Agenda Item #12 Receive and file historical cleaning, lawn care, and plowing costs

Director Stoltz provided the Board with spreadsheets detailing the services detailed in the Agenda item. The Board thanked her for this information.

No action needed.

Agenda Item #13 Goals: Advocacy #3 (Provide outreach to the community and community organizations)

No action needed.

Agenda Item #14 Trustee Essentials: #22 – Freedom of Expression and Inquiry and #23 – Dealing with Challenges to Materials and Policies

No action needed.

Agenda Item #15 ADJOURNMENT

Jeff Kara made a motion to Adjourn
Heather Gergen seconded.
The motion carried unanimously.

Meeting adjourned at 8:31 pm

NEXT MEETING SCHEDULED: December 19, at 6:30 pm

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