

**PEWAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, December 19, 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, Leslie Miller, Laura Muchowski, & Dale Noll

Member Excused: Jeff Kara, Karen Wildman

Also Present: Library Director, Jennie Stoltz

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 but only including the minutes of the November 14 meeting. The minutes for the special December 11, 2018 were included in the packet but were not approved since they were not listed on the agenda. Laura Muchowski seconded.

- a. Minutes November 14, 2018
- b. Financial Reports: Year-to-date Financial Report, Current Accounts Payable & Accounts Receivable and Treasurer's Report - Heather Gergen questioned the overall underspending to-date. Director Stoltz explained there are many areas that contribute to this, most notably; employee salary and benefit expenses coming in lower and moderate weather that has kept utilities lower. Stoltz also discussed an overspending in print materials that was balanced by an underspending in non-print materials.
- c. Library Monthly Statistics Report
- d. Director's Report

The motion to approve items on the Consent Agenda passed unanimously.

Old Business:

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

Director Stoltz reported the Pewaukee Astronomy Club (PAC) has been making efforts to post signs to notify Library staff when they are in the building. She also noted these signs may not be posted in the best place to be effective. Stoltz also stated she has not heard from the PAC regarding their suggested changes to the existing policies which was a follow-up from the discussion at the November 14, 2018, Board of Trustees meeting. However when asked if the PAC received a copy of the December 19, BOT agenda, Stoltz replied the PAC had not, but the Agenda is always publicly posted prior to each meeting. It was also questioned who actually owns the Observatory equipment. According to the current Joint Library Agreement, it could conceivably be the Village of Pewaukee. President Dale Noll asked that this distinction be made. The Board also stated the PAC and the Harken Observatory are great assets to the Library and the area communities and

we need to be respectful of their contributions and find a balance that works for all parties. Stoltz will notify the PAC that the Observatory Policy will be on the January 16, 2019, Board of Trustees Agenda.

No action taken.

Agenda Item #5 Discussion and possible action on Library Board financial policy and procedures

The Board reviewed and discussed the Library Policies and Procedures document drafted by Trustee Jeff Kara. Much of the discussion regarded the use of Petty Cash which Stoltz reported is no longer used by the Library. She noted that the Petty Cash procedures have changed over time dependent on the Village of Pewaukee procedures. Currently, all Library staff have Library credit cards which may be used for small purchases. Stoltz thought that the Petty Cash procedures be left in the Policy and Procedures document in case Petty Cash is reinstated. Also, the Board agreed that the necessity of receipts be mentioned in another area in addition to the Petty Cash section. In addition, Heather Gergen questioned whether the necessary steps are being taken to ensure the Library's tax exempt status is recognized when purchases are made. Stoltz stated the majority of items purchased are through regular channels ensuring the tax exempt status is recognized.

No action taken.

New Business:

Agenda Item #6 Discussion and possible action on the Library Director job description

Jennie Stoltz distributed copies of the revised document. Reviewing the revised draft, Director Stoltz referred to the suggested changes from Connie Meyer, Director, Bridges Library System. The Board of Trustees will review these changes and be prepared to take action at the special January 2, 2019, meeting.

No action taken.

Agenda Item #7 Discussion and possible action on the Library Director Search

A summary of the information shared at the December 11, 2018, special meeting was shared (see 12/11/19 Minutes Agenda Item #5) During the December 11, meeting, options discussed included: possibly using the HR resources of the Village and/or City of Pewaukee; using a specialized search firm/consultant; or using a 3rd party HR consultant.

Dale Noll stated he had received a list of consultants from Bridges Director, Connie Meyer. Heather Gergen reported she contacted the Village of Pewaukee staff and they are willing to help in the process. Gergen also stated she is adamant that the Board of Trustees not use a consultant. Lisa Jansen stated she is not in favor of getting the Village of Pewaukee involved and felt this process is too important and needs the services of an HR professional. Leslie Miller reminded the Board that Bridges Director Meyer had mentioned some search firms offer services in an ala carte manner which may serve as a hybrid solution. Laura Muchowski questioned whether using the Village's services may be a conflict of interest because of the Village's role as fiscal agent.

This discussion will be continued at the special January 2, 2019, meeting.

No action taken.

Agenda Item #8 Discussion and possible action on the Code of Conduct Policy

Library Director Jennie Stoltz reported that currently there was not one centralized Code of Conduct in place. Stoltz distributed the Draft of the proposed Code of Conduct.

After discussion, Lisa Jansen made a motion to approve the proposed Code of Conduct with the exception that one typo be changed. Heather Gergen seconded.

The motion carried unanimously.

Agenda Item #9 Discussion and possible action on the 2019 Library Board of Trustees Goals

Item tabled

Agenda Item #10 Discussion and possible action on the 2019 Library Board Calendar

Item tabled

Agenda Item #11 Discussion and possible action on the Library paying for the staff water cooler

Jennie Stoltz informed the Board that she has personally been paying for two, filtered water coolers for the staff. Various options were discussed including installing a reverse osmosis system. Lisa Jansen volunteered to look at the available options and will report back to the Board.

No action taken.

Agenda Item #12 Discussion and possible action on Resolution 2018-02 (a Resolution establishing 2019 wages/salaries and hours for Library Employees)

Heather Gergen made a motion to approve Resolution 2018-02. Laura Muchowski seconded. The motion carried unanimously.

Agenda Item #13 Goals: Governance #1 (Develop annual Library Board Calendar)

No action needed.

Agenda Item #14: Trustee Essentials: #15 The Library Board and the Public Records Law

No action needed.

Agenda Item #15 ADJOURNMENT

Heather Gergen made a motion to Adjourn Dale Noll seconded. The motion carried unanimously. Meeting adjourned at 8:39 pm

NEXT MEETING SCHEDULED: January 16, 2019

LOCATION: Visaya Room, Pewaukee Public Library, 210 Main Street, Pewaukee, WI 53072