

**PEWAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES MEETING**  
**Wednesday, January 16, 2019 - 6:30 PM**

**Agenda Item # 1:**

The meeting of the Pewaukee Public Library Board was called to order at 6:30 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: Pewaukee Library Director, Jennie Stoltz; Pewaukee Library Assistant Director, Beth Savagian, and Bridges Director, Connie Meyer

Minutes taken by: Leslie Miller

**Agenda Item # 2:** Citizen Comments – none

**Agenda Item #3:** Approval of Consent Agenda. Heather Gergen moved to approve the Consent Agenda. Laura Muchowski seconded. Trustees abstaining from approval of Minutes were Lisa Jansen (abstaining from January 2, 2019 Minutes, and Jeff Kara (abstaining from January 11 and January 19, 2010 Minutes)

- a. Minutes December 11, 2018 (Special Meeting), December 19, 2018 (Monthly Board Meeting), January 2, 2019 (Special Meeting)
- b. Memorandums; January 5, 2019 (hiring Subcommittee, January 9, 2019 (Hiring Subcommittee)
  
- b. Financial Reports: Year-to-date Financial Report, Current Accounts Payable & Accounts Receivable and Treasurer's Report

Jennie Stoltz reported that there will be end-of-year adjustments due to a split payroll between 2018 & 2019, plus some invoices for 2018 services/products needing to be reconciled by the fiscal agent. She stated this is normal end-of-year protocol. Stoltz also mentioned an idea to consider going forward of having fines as actual revenue rather than estimated revenue, using the fund balance to cover the fines amount during a base year. This may alleviate the variables that occur when special food drives for fines are offered or other promotions for fine amnesty. No action needs to be taken, but may considered at another time.

- c. Library Monthly Statistics Report
  
- d. Director's Report

Prior to voting on the Motion to Approve, Heather Gergen suggested handling the items in the Consent Agenda separately rather than including them all in one section with one vote. Kara and Noll shared that the Pewaukee City Council allows items to be removed from the Consent Agenda for separate consideration. After more discussion, it was agreed to allow for removal of items from the Consent Agenda and keeping the Agenda format as is, rather than changing the Agenda template.

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

**Old Business:**

**Agenda Item #4:** Discussion and possible action on the Library Director's job description

The Hiring Subcommittee, comprised of Heather Gergen, Lisa Jansen, Jeff Kara, and Laura Muchowski, reviewed the Job Description and provided their Final Draft. They incorporated many of Connie Meyer's (Bridges Director) suggestions and also consulted with Library Attorney Jim Dunlap.

A motion to approve the Job Description submitted by the Hiring Subcommittee in a final, clean copy condition was made by Leslie Miller and seconded by Dale Noll.

The motions passed unanimously.

**Agenda Item #5** Discussion and possible action on executive search for the new Library Director

The Hiring Subcommittee provided a copy of the Library Director advertisement they had crafted plus drafts of RFP's for Executive Search firms. The job posting advertisement is ready to go except for salary requirements being added. It was agreed a salary range should be included using the Proposed Minimum-Midpoint-Maximum Salary Ranges. The Hiring Subcommittee stated the City of Pewaukee staff has offered very positive support in using their portals to post the job. Connie Meyer also offered to sponsor a Facebook ad through the Bridges System at no charge to the Pewaukee Library. She will coordinate with the City of Pewaukee.

Also discussed were 'qualifying' questions that could be part of the screening process. The Hiring Subcommittee worked on a proposed list of questions that was circulated to the Board for review. The Hiring Subcommittee made the suggested changes to the list.

Regarding the possible use of a specialized Search firm, discussion was whether to send out RFP's now while the Job is being advertised or to wait and see what type of responses to the Ad are received. Connie Meyer also suggested that a specialized search firm could be used for the Recruitment process only to save money. If that route is taken, the RFP's will need to be re-worked.

In summary, the Job Ad will be posted by the City of Pewaukee and the Bridges System. The Hiring subcommittee will review the RFP's and report back.

No further Board action taken at this time.

**Agenda Item #6** Discussion and possible action on the Library's Financial and Purchasing Policy

Jeff Kara made a motion to table this action. Heather Gergen seconded the motion. The motion passed unanimously.

**New Business:**

**Agenda Item #7** Discussion and possible action on the 2019 Library Board Calendar

Jeff Kara made a motion to approve the 2019 Library Board Calendar noting two changes in the May section: one a typo, and second, the removal of the auditor's representative by name. Lisa Jansen seconded the motion.

The motion passed unanimously.

**Agenda Item #8** Discussion and possible action on the Allowable Costs Worksheet for Waukesha County Libraries—in Bridges Library System

Jennie Stoltz noted this item needs to be tabled as not all the necessary information has been received from the fiscal agent due to year-end reconciliation.

**Agenda Item #9** Discussion and possible action on the quote from Milwaukee Plumbing & Piping for bottle fillers and water dispenser

After discussion, the option of installing a water bottle filler was deemed to be more useful to not only the staff but the public vs. a water dispenser. It was also decided to install this on the upper level only. The cost per the quote provided will be ~\$3105.00.

Karen Wildman made a motion to approve using Milwaukee Plumbing and Piping to install a bottle filler on the upper level, with total costs not to exceed \$3200.00. Laura Muchowski seconded the motion.

The motion passed unanimously.

**Agenda Item #10** Discussion and possible action on the copier contract

Director Stoltz noted the copier equipment lease agreement will be up for renewal in June. The current vendor is James Imaging Systems. The staff has received a quote from James Imaging System, plus another quote from IMPACT--a different copier equipment vendor. The Library Board requested one additional quote before a decision will be made.

No action taken.

**Agenda Item #11** Discussion and possible action on the 2019-2020 Minimum-Midpoint-Maximum Salaries

Jennie Stoltz informed the Board these numbers are based on the results of salary study conducted for all Village employees and is based on 2014 numbers. The Board agreed it is important to not fall too far behind in keeping salaries in the appropriate range especially for recruitment and retention goals.

Leslie Miller made the motion to approve the proposed 2019-2020 Minimum-Midpoint-Maximum Salaries. Laura Muchowski seconded the motion.

The motion passed unanimously.

**Agenda Item #12** Receipt of the Collection Development Plan—first draft, discussion will begin at the February meeting.

Received. No action needed.

**Agenda Item #13** Discussion on the PLSR Steering Committee Report Draft—FINAL Edit Version for 12/14 Steering Committee Meeting—Updated 12-10-16

Director Stoltz provided this Report Draft for the Board’s information only.

Received. No action needed.

**Agenda Item #14 Goals:** Governance #1 (Develop annual Library Board Calendar)

No action needed.

**Agenda Item #15:** Trustee Essentials: #12 Who Runs the Library and #5 Hiring a Library Director  
No action needed.

**Agenda Item #16** ADJOURNMENT

Karen Wildman made a motion to Adjourn

Jeff Kara seconded. The motion carried unanimously.

Meeting adjourned at 8:50 pm

**NEXT MEETING SCHEDULED: February 20, 2019**

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