

PEWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
Wednesday, March 20, 2019 – 6:30 PM

Agenda Item #1

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

Members Present: Heather Gergen, Lisa Jansen, Dale Noll, Karen Wildman and Laura Muchowski.

Members Excused: Jeff Kara and Leslie Miller

Also present: Pewaukee Library Acting Director, Beth Savagian
From the Pewaukee Astronomy Club: James Vetro and Mike Paquette

Minutes taken by: Laura Muchowski

Agenda Item #2

Citizen Comments – None

Agenda Item #3

Approval of Consent Agenda.

- a. Minutes February 20, 2019 (Monthly Board meeting)
- b. Memorandum February 22nd Special Meeting (Hiring Subcommittee Meeting)
- c. Memorandum February 28th Special Meeting (Hiring Subcommittee Meeting)
- d. Memorandum March 9th Special Meeting
- e. Financial Reports
 - i. Year-To-Date Financial Report
 - ii. Budget Comparison Report (Village)
 - iii. Current Accounts Payable
 - iv. Accounts Receivable
 - v. Treasurer's Report
- e. Library Monthly Statistics Report
- f. Director's Report

Heather Gergen moved to accept the Consent Agenda removing items 3ei and 3eii for discussion and vote. Karen Wildman seconded. Motion passed unanimously.

Discussion on 3ei, Year-to-date Financial Report and 3eii, Budget Comparison Report (Village). Acting Director, Beth Savagian, provided an updated Financial Report, which detailed 2018 end of year financial reports. Lisa Jansen moved to

accept the end of the year financial report. Heather Gergen seconded. Motion passed unanimously.

OLD BUSINESS:

Agenda Item #4:

Discussion and possible action on the Observatory Policy

James Vetro and Mike Paquette from the Pewaukee Astronomy Club agreed to the newest draft of The Harken Observatory Policy. Heather Gergen moved to approve the revised Harken Observatory Policy. Karen Wildman seconded. Motion passed unanimously.

Agenda Item #5: Discussion and possible action on the Library's Financial and Purchasing Policy

The board of trustees discussed changes to the Library's Financial Purchasing Policy. Beth will make changes and will bring a revised copy of the policy to the BOT at the April 17, 2019 meeting.

NEW BUSINESS:

Agenda Item #8:

Closed Session – The Library Board will go into closed session pursuant to Wisconsin State Statute 19.85 (1) (c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically the position of Library Director.

Heather Gergen made a motion to go in to closed session. Karen Wildman seconded. Roll call: Heather Gergen, aye; Karen Wildman, aye; Dale Knoll, aye; Lisa Jansen, aye; Laura Muchowski, aye. Motion carried.

Heather Gergen moved to return to open session. Lisa Jansen seconded. After a Roll Call vote the motion carried unanimously.

Karen Wildman moved to formally acknowledge Beth Savagian as acting director of the Pewaukee Public Library, effective January 17, 2019 – May 12, 2019 at the Library Director rate of pay. Lisa Jansen seconded. Motion passed unanimously.

Agenda Item #9: Discussion and possible action on the date for the Spring Staff Development Day (May 10, 2019). Heather Gergen moved to approve the Spring Staff Development Day as May 10, 2019. Dale Noll seconded. Motion passed unanimously.

Agenda Item #10: Goals: Financial #2 (Work with the Foundation, the Friends of the Library, and other community groups to continue financial support of the Library) and Advocacy #1 (Enhance relationships with the Friends of the Library, Foundation, and City and Village Officials)

Agenda Item #11: Trustee Essentials: #16 Ethics and Conflict of Interest Laws Applying to Trustees

Agenda Item #12: ADJOURNMENT

Karen Wildman made a motion to adjourn the meeting at 8:08 PM. Lisa Jansen seconded. The motion passed unanimously.

NEXT MEETING SCHEDULED: April 17, 2019

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