

PEWAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Wednesday, February 20, 2019 - 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

Also Present: Pewaukee Library Assistant Director, Beth Savagian

Minutes taken by: Leslie Miller

Agenda Item # 2:

Citizen Comments – Members of the Pewaukee Astronomy Club; Olaf and Ruth Harken, present to comment on Agenda Item #4

Agenda Item #3:

Approval of Consent Agenda.

- a. Memorandum January 14, 2019 (Hiring Subcommittee Meeting)
- b. Minutes January 16, 2019 (Monthly Board meeting)
- c. Financial Reports: Year-to-date Financial Report, Budget Comparison Report (Village), Current Accounts Payable & Accounts Receivable and Treasurer's Report
- d. Library Monthly Statistics Report
- e. Director's Report

Jeff Kara moved to accept the Consent Agenda removing Items 3b and 3c for discussion and vote. Karen Wildman seconded. The motion passed unanimously.

Discussion on Item 3b concerned possible inaccuracies regarding Agenda item #10 on the January 16, 2019, Board Agenda. After discussion it was determined the published Minutes are correct and no revisions are necessary.

Heather Gergen moved to accept the January 16, 2019, Minutes as presented. Laura Muchowski seconded. The vote in favor passed unanimously.

Discussion on Item 3c was initiated by Jeff Kara who asked for clarification regarding year-end adjustments. Assistant Director Beth Savagian provided the necessary explanation.

Jeff Kara moved to approve Item 3c of the Consent Agenda. Laura Muchowski seconded. The vote in favor passed unanimously.

OLD BUSINESS:

Agenda Item #4:

Discussion and possible action on the Observatory Policy

Board of Trustees President, Dale Noll, welcomed the representatives from the Pewaukee Astronomy Club and Olaf and Ruth Harken, thanking them for attending the meeting.

The Pewaukee Astronomy Club (PAC) provided a draft of Observatory Policy noting their suggested revisions. Also provided was a revised draft with revisions suggested by the Library Board.

All parties agreed steps have been taken to ensure the Library Staff is aware of PAC activities and when PAC members are in the building. Key fobs have been registered and lists updated. Dale Noll also noted the final policy should strike the dollar amount associated with lost key fobs as that is addressed in the separate Key Card Policy and is not needed in this document.

What is still needed, is to establish a “communication chain of command” to be sure when the final process and policy is adapted all parties know who to contact. Currently, Beth Savagian, Acting Director, should be the main contact.

Heather Gergen acknowledged that the original Observatory equipment was donated to the Village of Pewaukee and asked the PAC representatives whether new equipment purchased was also to be treated as a donation to the Village. Dale Noll asked Heather and Beth Savagian to find all documents on this question plus any liability concerns for use of the Observatory and its equipment.

Heather Gergen made a motion to approve the Observatory Policy with the suggested changes. Lisa Jansen seconded.

The motion passed unanimously.

Agenda Item #5: Discussion and possible action on the Allowable Costs Worksheet for Waukesha County Libraries – in Bridges Library System

After review of the document by the Board, Jeff Kara made a motion to approve the Allowable Costs Worksheet for Waukesha County Libraries—in Bridges Library System. Leslie Miller seconded the motion.

The motion passed unanimously.

Agenda Item #6: Discussion and possible action on the Library’s Financial and Purchasing Policy

Jeff Kara made a motion to table this Agenda Item. Karen Wildman seconded.

The motion passed unanimously.

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 Acting Director*

Jeff Kara made a motion for the Library Board to go into Closed Session. Karen Wildman seconded.

A roll call vote was conducted and the motion passed unanimously.

Jeff Kara made a motion for the Library Board to go back into Open Session. Karen Wildman seconded.

A roll call vote was conducted and the motion passed unanimously.

Agenda Item #9: Discussion and possible action on the Annual Report

Beth Savagian discussed the completed Annual Report with the Board.

Heather Gergen made a motion to approve the Annual Report as presented. Lisa Jansen seconded.

The motion passed unanimously.

Agenda Item #10: Discussion and possible action on the Collection Development Plan

The Board reviewed the document.

Leslie Miller made a motion to approve the Collection Development Plan as presented. Jeff Kara seconded.

The motion passed unanimously.

Agenda Item #11: Discussion and possible action on the Library Director search

Members of the Library Board Hiring Sub-Committee reported on the progress to-date. Eight applications were received. Copies of these applications will be distributed to all Board members. They also received three responses from the RFP that was sent out to a list of Search firms. These too will be distributed to all Board members.

The Hiring Sub-Committee will be meeting again on February 22, 2019. It is important that the process keeps moving forward so all Board members were asked to find a date to block off for in-person interviews. The Board agreed that Saturday, March 9, 2019, will be the best date. The Hiring Sub-Committee will determine, at their next meeting, which candidates to schedule for telephone interviews and then follow-up with scheduling the in-person interviews on March 9.

No further action taken.

Agenda Item #12: Discussion on the Pewaukee Public Library Assessment

This Accessibility Assessment was offered as a free advisory service to libraries within the Bridges System and is for information purposes only. It does not mandate any changes. However, the Board

determined that the report should be shared with Library Department heads and advises any easy adjustments or changes be made where possible.

No further action taken.

Agenda Item #13: Goals: Advocacy #3 (Provide outreach to the community and community organizations and Governance #5 (Review and Adopt Collection Development Policy)

Agenda Item #14: Trustee Essentials: #10 Developing Essential Library Policies

Agenda Item #15: ADJOURNMENT

Jeff Kara made the motion to adjourn the meeting at 8:20 pm. Heather Gergen seconded.

The motion passed unanimously.

NEXT MEETING SCHEDULED: March 20, 2019

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