

PEWAUKEE PUBLIC LIBRARY
Board of Trustees Meeting Minutes
Wednesday, April 17, 2019 – 6:30 PM

Agenda Item # 1:

The meeting of the Pewaukee Public Library Board was called to order at 6:33 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: Acting Pewaukee Library Director, Beth Savagian

Minutes taken by: Leslie Miller

Agenda Item # 2: Citizen Comments – none

Agenda Item #3: Approval of Consent Agenda.

Jeff Kara moved to accept the Consent Agenda with the exception of Items 3bi, 3c, and 3d. (Kara's request pertained to Items 3i and 3c. Heather Gergen requested Item 3d be removed from the Consent Agenda.) Laura Muchowski seconded this motion. Trustees abstaining from approval of Minutes from the March 20 meeting were Jeff Kara and Leslie Miller. This motion passed unanimously.

- a. Minutes March 20, 2019 (Monthly Board Meeting)
- b. Financial Reports
 - i. Year-to-Date Financial Report
 - ii. Budget Comparison Report (Village)
 - iii. Difference Between YTD Financial Report and Budget Comparison Report
 - iv. Current Accounts Payable
 - v. Accounts Receivable
 - vi. Treasurer's Report
- c. Library Monthly Statistics Report
- d. Director's Report

Kara removed Item 3bi and 3c, from the Consent Agenda vote to state he would like to share these monthly reports with the City Council to reinforce the high level of use and value the Library brings to the citizens. The Board supported this and Library staff will send Jeff separate files of the documents requested each month which he will forward to the City Council with an explanatory email. Kara made a motion to approve items 3bi and 3c of the Consent Agenda. Karen Wildman seconded the motion. This motion was passed unanimously.

Heather Gergen had requested the removal of Item 3d from the Consent Agenda to address the HVAC issues the Library was experiencing recently. During seasonal changes the HVAC was unable to make the appropriate adjustments which in turn created overheating of the building. This has been addressed with the HVAC service technicians and Acting Director Savagian is monitoring the situation. Heather

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Gergen made a motion to approve item 3d on the Consent Agenda. Karen Wildman seconded the motion. The motion passed unanimously.

At this point, Jeff Kara made a motion to move Agenda Item #6 under New Business be taken out of order and discussed. Karen Wildman seconded the motion. The motion passed unanimously.

Agenda Item #6 Discussion and Possible Action on a Press Release to announce the new library director.

After discussion and review of the Press Release Dale Noll made a motion to accept the Press Release and schedule it for distribution. Lisa Jansen seconded the motion. The motion passed unanimously.

Old Business:

Agenda Item #4: Discussion and possible action on the Library's Financial and Purchasing Policy

A copy of the policy was distributed. Laura Muchowski made a motion to approve the Financial and Purchasing Policy with the changes as stated. Lisa Jansen seconded the motion. The motion passed unanimously.

New Business:

Agenda Item #5 Discussion and possible action on the Pewaukee Public Library Foundation Evening with the Author Event date

The Pewaukee Library Foundation has marked the date for the 2019 *Evening with the Author Event* as Friday, September 27. This date is open on the Library Calendar and will not interfere with Pewaukee Schools' Homecoming.

Heather Gergen made a motion to approve the date of Friday, September 27 for the *Evening with the Author Event* with more details to follow. Jeff Kara seconded the motion. The motion passed unanimously.

Agenda Item #6

Taken out of order see actions noted previously in this document.

Agenda Item #7 Discussion and possible action on the Annual Report

Beth Savagian noted small changes on the Annual Report (salaries and benefits lines decreased). After brief discussion, Heather Gergen made a motion to approve the 2019 Annual Report. Leslie Miller 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.

It was noted that the figures on the Worksheet were correct. Jeff Kara made a motion to approve the Allowable Costs Worksheet for Waukesha County Libraries—in Bridges Library System. Heather Gergen seconded. The motion passed unanimously.

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Agenda Item #9 BOT Goals—Governance #2 (Select nominating committee and elect officers) and Administrative #4 (Place a Board Goal on every BOT agenda to be discussed at the monthly meetings. Goal to be determined by Board President and the Library Director)

Two current Trustees have terms that will be expiring in 2019. They will contact the appropriate municipality to renew their Board appointments. No further action necessary at this time.

Agenda Item #10 Trustee Essentials: #12 Library Standards

No action needed.

Agenda Item #11. ADJOURNMENT

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

Meeting adjourned at 7:40 pm

NEXT MEETING SCHEDULED: May 15, 2019

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

Approved: May 15th, 2019