

**PEWAUKEE PUBLIC LIBRARY  
Board of Trustees Meeting Minutes  
Wednesday, May 15, 2019 - 6:30 PM**

**Agenda Item # 1:**

The meeting of the Pewaukee Public Library Board was called to order at 6:31 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, Nan Champe; Paul McEvelly, Baker & Tilly

Minutes taken by: Leslie Miller

**Agenda Item # 2: Citizen Comments**

Connie Meyer, Director, Bridges Library System, sent a thank you note to the Board who had privately acknowledged Connie's assistance during the Library Director search process.

**Agenda Item #3: Approval of Consent Agenda.**

Jeff Kara requested that Item 3ci be removed from the initial vote. Heather Gergen requested that item 3e be removed from the initial vote. Laura Muchowski made the motion to approve the Consent Agenda except for items 3ci and 3e. Karen Wildman seconded the motion. The motion passed unanimously.

- a. Minutes April 17, 2019 (Monthly Board Meeting)
- b. Minutes April 23, 2019 (Special Board Meeting)
- c. Financial Reports
  - i. Budget Comparison Detail Fund 900-Library Fund
  - ii. Certification of Library Vouchers: April 2019
  - iii. Accounts Receivable
  - iv. Treasurer's Report
- c. Library Monthly Statistics Report
- d. Director's Report

Consent Agenda Items' removed from initial vote:

- Item 3ci. Kara questioned why the City of Pewaukee's budget contribution was not shown. He had verified with the City the payment was made on April 27, 2019. Director Champe stated that perhaps it was delayed in the mail, and assured the Board it had been received. Kara also questioned the Fiscal Agent Fee line which was shown as a negative. Champe noted it was posted incorrectly and the correction is shown in the Voucher Details. Jeff Kara moved to approve Item 3ci of the Consent Agenda. Heather Gergen seconded the motion. The motion passed unanimously.
  
- Item 3e. Heather Gergen asked Director Champe a general question on her transition into her new role. Champe reported she felt very positive about the Library. She especially noted the competency of the staff and their sincere welcoming attitude. Gergen noted that Champe's first Village Board

meeting was not indicative of a normal meeting due to a large group of citizens attending because of a local issue. Champe will be acquainting herself with more community groups over the next few weeks. Heather Gergen moved to approve Item 3e of the Consent Agenda. Jeff Kara seconded the motion. The motion passed unanimously.

**Old Business: None**

**New Business:**

**Agenda Item #4: 2018 Library Audit presented by Paul McEvilly, Baker and Tilly.**

Mr. McEvilly presented the completed audit. He also thanked (then Acting Director) Beth Savagian for her special efforts and help with the items needed for the audit. McEvilly also congratulated the Board and Library leadership on excellent budgeting for the past year.

During discussion of the Audit, Jeff Kara questioned depreciation protocol as it pertained to library collections. McEvilly noted that Baker & Tilly follow accepted practices for depreciation. The topic of Cyber Security insurance was also discussed. The consensus was that the Bridges System would be the appropriate entity to insure secure digital access.

The Board thanked Mr. McEvilly for his presentation and time.

**Agenda Item #5 Welcome new Library Director, Nan Champe and discussion of 2019 Goals.**

Dale Noll welcomed Nan Champe on behalf of the Board. Noll also explained the annual process of establishing Director Goals. After discussion, it was determined that the 2019 Goals will incorporate a Strategic Plan that will include a capital expense forecast. Director Champe will start developing the Goals and Strategic Plan and report back in June.

No further Board action taken at this time.

**Agenda Item #6 Discussion and possible action on appointing nominating sub-committee to elect new BOT officers for 2019-20.**

For reference, Noll stated that a Trustee's term is 3 years and the Officer Term is one year. An officer may only serve in the same role for two consecutive years.

Lisa Jansen and Karen Wildman volunteered to form the Nominating sub-committee and will meet and contact nominees for the 2019-20, President, Secretary and Treasurer.

Jeff Kara made the motion stating Lisa Jansen and Karen Wildman will form the Nominating sub-committee, contact the nominees and report to the Board in June. Laura Muchowski seconded the motion. The motion passed unanimously.

**Agenda Item #7 Bridges Strategic Plan 2018-2021**

Chairman Noll stated this information was provided for information purposes only and no action is required.

**Agenda Item #8 BOT Goals—Financial #1 (Prepare and audit annual budget with Library Director's input)**

**Agenda Item #9 Trustee Essentials: #18 Library Board Appointments and Composition**

**Agenda Item #10 ADJOURNMENT**

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

Meeting adjourned at 7:56 pm

**NEXT MEETING SCHEDULED: June 19, 2019**

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

*Approved: June 19, 2019*