

**PEWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Wednesday, June 19, 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

Minutes taken by: Leslie Miller

Agenda Item # 2: Citizen Comments

None

Agenda Item #3: Approval of Consent Agenda

Jeff Kara requested that Item 3bi be removed from the initial vote. Lisa Jansen made the motion to approve the Consent Agenda except for items 3bi. Jeff Kara seconded the motion. The motion passed unanimously.

- a. Minutes May 15, 2019 (Monthly Board Meeting)
- b. 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 3bi. Kara questioned why the Library Digital Materials line was showing a negative \$1397.00. Nan Champe explained this negative status was due to a rebate from the Bridges Library System that had not yet been sent. Jeff Kara also suggested that the Board receive a quarterly summary of the Unassigned Fund Balance. The other members of the Board agreed and Nan will provide that information.

Jeff Kara moved to approve Item 3bi of the Consent Agenda. Heather Gergen seconded the motion. The motion passed unanimously.

Old Business: None

New Business:

Agenda Item #4: Discussion and Possible action on the Election of Board of Trustee Officers for 2019-2020.

The Board had asked Lisa Jansen and Karen Wildman to form a Nominating Subcommittee to contact Board Members for the 2019-2020 Officer Slate. Their outreach resulted in the following nominations:

President—Leslie Miller
Secretary—Lisa Jansen
Treasurer—Karen Wildman

Jeff Kara made the motion to accept this slate of Board Officers for 2019-2020. Heather Gergen seconded the motion.

A separate vote was held for each position and all Officers were elected unanimously.

Agenda Item #5 Discussion and possible action on the Waukesha County Library Standards Certification.

After reviewing the documentation, Heather Gergen made a motion to approve the Waukesha County Library Standards Certification. Laura Muchowski seconded the motion. The motion passed unanimously.

Agenda Item #6 Discussion and possible action on credit card cash back awards.

For reference, Director Champe told the Board the credit card Library staff uses for various approved purchases, has a cash back feature that has been accruing and is currently at ~\$400.00. Champe suggested an appropriate journal entry be made for this amount, and add this process to the Financial Policy document.

Champe will document the process as stated. No motion needed.

Agenda Item #7 Discussion and possible action on the Pewaukee Public Library Strategic Plan 2019-20

Director Champe shared the draft of the Strategic Plan with the Board. Discussion resulted in various requests for additions. The Board asked Champe to make the suggested changes and distribute before the July BOT meeting. The formal adoption of the Strategic Plan will be on the July BOT meeting Agenda.

Agenda Item #8 Discussion and possible action on Library closure on Friday, September 27 for Staff Development Day and the Library Foundation's 'Evening with the Author', and early closing on Friday, October 11 for Homecoming.

It was noted the early closing on Friday, October 11, will be at 3:00 pm. All of these closings and events will be publicized and posted well in advance.

Heather Gergen made the motion to approve the Library closure on Friday, September 27 for Staff Development Day and the Library Foundation's 'Evening with the Author', and a 3:00 pm closing on Friday, October 11 for Homecoming. Laura Muchowski seconded the motion.

The motion passed unanimously.

Agenda Item #9 Discussion and possible action on policy "Notice of Availability of Public Records per 19.34(1) Wisconsin Statutes"

Champe reported that a citizen had requested this document which Champe provided. However, she would like to have this Notice posted so all patrons may view.

Jeff Kara made the motion to approve posting the Notice of Availability of Public Records per 19.34(1) Wisconsin Statutes". Karen Wildman seconded. The motion passed unanimously.

Agenda Item #10 Discussion and possible action the Revised 2018 Public Library Annual Report.

Director Champe explained that a grant had been received but not entered as expended. The Report does not need to be resubmitted, but has been revised to show this change

Heather Gergen made a motion to approve the amended 2018 Public Library Annual Report. Karen Wildman seconded the motion. The motion passed unanimously.

Agenda Item #11 Trustee Training Week August 12-16, 2019

Information on the training opportunity was shared and discussed. No action needed.

Agenda Item #12 BOT Goals—Financial #3 (Work with both municipalities through City and Village liaisons to clarify the definition of capital expenses as it relates to the Library), Financial #4 (Encourage both municipalities to formalize each entity's financial obligation as it pertains to Library capital expenses), and Financial #5 (Work with both municipalities to define the format of the Library's budget submission for capital expenses)

Goals were discussed. The Board requested Director Champe to research work already completed on a Facility Plan. No action needed.

Agenda Item #13 Trustee Essentials: #8 Developing a Library Budget

Agenda Item #14 Adjournment

Heather Gergen made a motion to Adjourn. Karen Wildman seconded. The motion carried unanimously.

Meeting adjourned at 7:46 pm

NEXT MEETING SCHEDULED: July 17, 2019

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

Approved: July 17, 2019