

PEWAUKEE PUBLIC LIBRARY BOARD MEETING – MINUTES
Wednesday, July 17th, 2019

1. Call Meeting to order and Roll Call, 6:32 PM

Members Present: Lisa Jansen, Jeff Kara, Leslie Miller, Laura Muchowski, Dale Noll & Karen Wildman

Members Excused: Heather Gergen

2. Citizen Comments: NA

3. Approval of Consent Agenda

- a. Minutes June 19, 2019 (Monthly Board Meeting)
- b. Financial Reports
- c. Budget Comparison Detail Fund 900 – Library Fund June 2019
 - ii. Certification of Library Vouchers: June 2019
 - iii. Accounts Receivable
 - iv. Treasurer’s Report
- d. Library Monthly Statistics Report
- e. Director’s Report

Motion to approve, Dale Noll. Second by Karen Wildman.

Discussion: Jeff Kara: Error in Monthly Statistics

Daily average 2019	485	480	516	520	482	636	0	0	0	0	0	0	0	3119	103.50%
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Motion carried.

OLD BUSINESS

4. Discussion and possible action on the Pewaukee Public Library Strategic Plan 2019-2020

All changes from previous review have been implemented.

Suggested that Library Board review on a regular basis. Establish a date for the Annual Board Calendar to review. It’s a living document.

Review quarterly.

Add a tracking method.

Meet with Bridges Marketing & Communication Coordinator

STRATEGY	STRATEGY OWNER	TIMEFRAME
Meet with Jill Fuller, Marketing and Communication Coordinator to discuss the needs of the Pewaukee Library in the 2020 System Marketing Plan	Library Director and Department Heads	4 th Quarter 2019

Dale moved to accept Strategic Plan as accepted, Second by Jeff Kara. Motion carried.

- The Library Director will report bi-annually on the overall progress of the strategic plan at the regular meeting of the Library Board of Trustees in January and July.

STRATEGIC DIRECTION I

SECURITY

update

NEW BUSINESS

- Discussion and possible action on Record Retention Policy.
Jeff Kara made a motion to adopt the new policy as recommended by the Library Director.
Second by Dale Noll.
Motion carried.
- Discussion and possible action to authorize the Library Director to fill the vacant Maintenance Assistant Position.
Nan recommends the cost previously spent on former Maintenance Assistant position be used to contact professional services to take care of building/maintenance issues.
No action needed.
- Discussion and possible action on revised Library Page I job description.
Dale made a motion to approve. Second by Laura.
Motion carried
- Discussion and possible action on revised Library Page II job description.
Jeff made a motion to approve. Second by Karen.
Motion carried
- Discussion and possible action on Telephone Services Contract.
Refer to summary sheet in Board Packet.
Not allowed to put phone service through WISnet
All quotes are voice over internet service.
Keep analog channel of lines for telephone, elevator and alarm system?
Nan would like a hosted solution. Quotes include the analog line.
Nan would favor DataComm and Nextiva

Dale made motion to authorize Nan to enter into a contract with Datacomm for 36 month contract with monthly cost not to exceed \$500. Second by Jeff Kara.

Motion carried

10. Discussion on 2020 Draft of Pewaukee Public Library Budget
General discussion and overview by Board.
E Resource collection is increasing in size.
Overdrive or Libby APP – Look at using Hoopla, Library to pay per use of item \$2.19/item average. No reserve lists.
Shift \$4,500 from salaries to Building and Maintenance –
Grants & Donations
No action needed
11. BOT Goals – Advocacy #4 (Support the Library Foundation’s Capital Campaign Expansion Project and Administrative #3 (Provide support to the staff when appropriate and possible)
No action needed
12. Trustee Essentials: #1 The Trustee Job Description
No action needed
13. ADJOURNMENT:
Jeff motioned to adjourn, 8:31 PM. Seconded by Karen Wildman
Motion carried.

Approved: August 21, 2019