

# PEWAUKEE PUBLIC LIBRARY BOARD MEETING

Wednesday, February 17, 2021 – 6:30 PM

Meeting available on Zoom.us at the following meeting number:  
<https://us02web.zoom.us/j/86222690850?pwd=eDIBTjFiUTdadXg4QnBURVIhejIPZz09>

Dial in: 1 312 626 6799      Meeting ID: 862 2269 0850      Passcode: 314123

1. Call Meeting to order and Roll Call: **6:32** PM  
Members Present: Lisa Jansen, Leslie Miller, Laura Muchowski, Dale Noll, Jeff Kara, Karen Wildman, Heather Gergen  
Others Present: Nan Champe (Library Director)  
  
Members Excused: n/a
2. Citizen's Comments/Correspondence (written only):  
Letter in Board Packet from Jim Dunlap
3. Approval of Consent Agenda
  - a. Minutes January 20, 2021 (Monthly Board Meeting)
  - b. Financial Reports
    - Budget Comparison Detail Fund 900 – Library Fund – December 2020 Updated
    - Budget Comparison Detail Fund 900 – Library Fund – January 2021
    - Certification of Library Vouchers: January 2021
  - c. Library Monthly Statistics Report
  - d. Director's Report

Motion to approve: Dale Noll

Second: Jeff Kara

Discussion: Typing error - \$4,1707.70 to be \$41,70770 for Fund Balance designated fund

Discussion regarding Boiler & Machinery Insurance issue with Village. Nan to reach out to Scott to compile list of yearly insurance coverages that apply to the library so the Board is aware of these expenses in advance. Suggest a visit from a representative from R & R Insurance to review with the Board. Nan to research ability for Library Board to contract for insurance. Nan to reach out to other Joint Library's to see how they handle insurance.

Deanna to attend next month's Board meeting to introduce herself.

Status of snow plow budget? Will see how it goes moving forward.

Opening the meeting rooms on May 3<sup>rd</sup>, a good step and good date as target, subject to revision given the circumstances. Schools are back in

session 5 days/week. Can the date be moved sooner than May 3<sup>rd</sup>?  
Nan to make her best judgement.

Roll call vote: Leslie Miller – Y, Laura Muchowski – Y, Dale Noll – Y, Jeff Kara – Y, Karen Wildman – Y, Heather Gergen – Y, Lisa Jansen - Y

Motion carried

## OLD BUSINESS

4. Discussion and possible action on Library Services  
Moving ahead safely with meeting rooms/study rooms in next phase. More open than other area libraries. Continue on same trajectory. Schedule rooms at intervals with reduced occupancies.

No action taken

5. Discussion and possible action on revisions to Employee Handbook  
Last Chapter for review. Submit updates to Nan. Submit to Labor Attorney for review.  
Section 7.04 Grievance – why is it included? Only for very specific instances (i.e. If an employee is dissatisfied with an employment situation). Ask Labor Attorney for input on this as well.  
Aligns with Wisconsin Statutes.

No action taken

6. Discussion and possible action on Landscaping Contract  
Difference in costs is minimal. Contract scope looks very equal in scope.  
Discussion about types of products used.

Motion to award KEI Contract due to familiarity of work and past performance: Jeff Kara

Second: Leslie Miller

Discussion: n/a

Roll call vote: Leslie Miller – Y, Laura Muchowski – Y, Dale Noll – Y, Jeff Kara – Y, Karen Wildman – Y, Heather Gergen – recusing, Lisa Jansen - Y

Motion carried

## NEW BUSINESS

7. Discussion and possible action on the *2020 Statement Concerning Public Library System Effectiveness*  
Look at statement from the 2/2017 Board Packet with some modifications to names included.  
What did Bridges provide to us during COVID? Facilitated all of CARES Grant money. Add comment to summary regarding this.

Nan to draft a statement and send to all Board members for review.

Motion stating Bridge's did provide effective leadership & adequately met the needs of the library, with pending statement: Jeff Kara

Second: Dale Noll

Discussion: n/a

Roll call vote: Leslie Miller – Y, Laura Muchowski – Y, Dale Noll – Y, Jeff Kara – Y, Karen Wildman – Y, Heather Gergen – Y, Lisa Jansen - Y

Motion carried

8. Discussion and possible action on the Public Library Annual Report for 2020  
Page 8/Option #4 – Federal Funds for LSTA Grant Awards – Cares Grant should be \$712.00 in lieu of \$833.00. Adjusts subtotal down to \$2,542.00. item 8 total operating income \$1,239,198.00  
Page 9/Item 4 – Tech Support \$121.00 eliminated. \$31,890.00 for subtotal  
Item 6 - \$1,196,423.00  
Item 7 - \$2,542.00  
Due March 1st

Motion to approve given the changes identified: Dale Noll

Second: Jeff Kara

Discussion: If additional changes made we can bring back to the Board again.

Roll call vote: Leslie Miller – Y, Laura Muchowski – Y, Dale Noll – Y, Jeff Kara – Y, Karen Wildman – Y, Heather Gergen – Y, Lisa Jansen - Y

Motion carried

9. Discussion and possible action on the review and update of the Pewaukee Public Library Strategic Plan 2019-2020  
Need to update for 2021-2022  
Director's Report indicates staff projects to be added  
Reconfigure the Visaya Room – develop a plan to re-evaluate use of space.  
Is there a broader strategy to look at the entire library for use of space.  
Are there any elements resulting from COVID issues that we should be considering related to technology or service?

No action taken

10. Discussion and possible action on the appointment of an Ad Hoc Committee to lead the review of the Library Director  
Involves sending out questionnaires, compiling and bringing them back to the Board

Motion to create committee with Laura Muchowski and Leslie Miller: Dale Noll

Second: Heather Gergen  
Discussion: n/a  
Roll call vote: Leslie Miller – Y, Laura Muchowski – Y, Dale Noll – Y, Jeff Kara – Y, Karen Wildman – Y, Heather Gergen – Y, Lisa Jansen - Y

Motion carried

11. Discussion and possible action on *Trustee Essential #3: Bylaws-Organizing the Board for Effective Action*

No action taken

12. ADJOURNMENT

Motion to adjourn @ 8:01 PM: Dale Noll

Second: Heather Gergen

Roll call vote: Leslie Miller – Y, Laura Muchowski – Y, Dale Noll – Y, Jeff Kara – Y, Karen Wildman – Y, Heather Gergen – Y, Lisa Jansen - Y

Motion carried

NEXT MEETING: Wednesday March 17, 2021

LOCATION: Virtual, ZOOM, us

**Approved by the Library Board of Directors March 17, 2021.**