

PEWAUKEE PUBLIC LIBRARY BOARD MEETING

Wednesday, April 21, 2021 – 6:30 PM

Meeting available on Zoom.us at the following meeting number:

<https://us02web.zoom.us/j/88601049424?pwd=a3cwaWduZkpGWS93K3kvdjE1WWxUZz09>

Dial in: 1 312 626 6799

Meeting ID: 886 0104 9424

Passcode: 722062

1. Call Meeting to order and Roll Call: 6:32 PM
Members Present: Lisa Jansen, Leslie Miller, Laura Muchowski, Dale Noll, Karen Wildman, Heather Gergen
Others Present: Nan Champe (Library Director)
Jeff Kara

Members Excused:

2. Citizen's Comments/Correspondence (written only):
Thank you card received from Denise Debbink

3. Approval of Consent Agenda
 - a. Minutes March 17, 2021 (Monthly Board Meeting)
 - b. Financial Reports
 - Budget Comparison Detail Fund 900 – Library Fund – March 2021
 - Certification of Library Vouchers: March 2021
 - c. Library Monthly Statistics Report
 - d. Director's Report

Motion to approve: Dale Noll

Second: Leslie Miller

Discussion:

Passes for the Museum – what will be available and when? Purchased Zoo passes with Funding from the Friends. Each pass admits 6 – 8 people plus parking. Would like to have a reservation system once meeting room software is available. In interim will follow first come first serve until software available. Also secured a pass for Betty Brinn Museum as well. Begins June 1st. A lot of library's are providing these. Does the Milwaukee Art Museum, Discovery World, or the Domes provide this service? How can we market this service/concept? This applies to anyone in the system as a card holder. Oconomowoc, Hartland, are two other libraries participating. Drop box return is going to be used as a return option.

Library visit numbers are high!!

New Library cards issued are brand new cards and doesn't include renewals.

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

Motion carried

OLD BUSINESS

4. Discussion and possible action on proposed revisions to the Pewaukee Public Library Employee Handbook

Submitted to labor attorney for review. Recommended two updates and minor verbiage changes;

Time keeping – page 11, include start and end times on timesheets

Wage & Salary Adjustments - page 13, suggested added language relative to merit increases

Nan to check formatting throughout

Motion to approve: Dale Noll

Second: Heather Gergen

Discussion: n/a

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

Motion carried

5. Discussion and possible action on Library Services

Getting closer to “normal” services.

Meeting rooms officially open on Monday.

Let patrons use the Visaya room on a walk-in basis. Will limit the # of people and time used.

Removed some of the older furnishings and will continue to review.

Motion to approve Amended Library Services: Heather Gergen

Second: Dale Noll

Discussion: n/a

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

Motion carried

NEW BUSINESS

6. Discussion and possible action on Library Impact Report

Use the Bridges template and customized

Added Community Dollars Saved

Split out the card numbers issued for each Pewaukee community

How does this compare to 2019 information? Can this be available?

Note Digital material use “by Pewaukee residents”

Will put on the website

No action taken

7. Discussion and possible action on Borrowing Library Materials Policy
Simplify if children's materials were fine free on all user cards.
CHANGE to No fines will be charged on Children's materials, except DVD's and bluerays effective now. Review at next month's board meeting.

Motion to approve revised Borrowing Library Materials Policy: Leslie Miller

Second: Heather Gergen

Discussion: Is the Library Borrowing policy and the Circulation of Materials the same document or separate? Already have another policy that is specifically for Fees. Might be a duplicate so can review at next Board meeting.

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

Motion carried

8. Discussion and possible action on the proposed revision to the Administrative Assistant Job Description
Library Clerk II has retired. This position was backup to Head of Circulation.
Administrative Assistant position was felt to be a backup to the positions on the floor. Thought is to merge these two positions and create a stable Library Clerk position as a backup to Head of Circulation. Time to be shared and scheduled in advance.

Motion to approve changes to Administrative Assistant Library Clerk position: Heather Gergen

Second: Laura Muchowski

Discussion: n/a

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

Motion carried

9. Discussion and possible action on an Ad Hoc committee to nominate BOT officer candidates

No action taken

10. Discussion and possible action on *Trustee Essential #1 The Trustee Job Description*

No action taken

Motion to move to Closed Session: Dale Noll

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

11. Closed Session – The Library Board will recess into closed session pursuant to SS 19.85(1)© Wisconsin Statute for the following reason:

(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically for the purpose of the annual performance evaluation of the Library Director.

Motion to approve:

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

Motion carried

Motion to return to open Session: Dale Noll
Second: Leslie Miller
Discussion: n/a
Roll call vote: Leslie Miller – Y, Laura Muchowski – Y, Dale Noll – Y, Karen Wildman – Y,
Heather Gergen – Y, Lisa Jansen - Y

Motion carried

12. Return to open session to take any necessary action as a result of closed session discussion.

13. ADJOURNMENT

Motion to adjourn @ 8:39 PM: Dale Noll
Second: Karen Wildman
Roll call vote: Leslie Miller – Y, Laura Muchowski – Y, Dale Noll – Y, Karen Wildman – Y,
Heather Gergen – Y, Lisa Jansen - Y

Motion carried

NEXT MEETING: Wednesday May 19, 2021
LOCATION: Virtual, ZOOM, us

Approved by the Library Board of Directors May 19, 2021