

PEWAUKEE PUBLIC LIBRARY BOARD MEETING

Wednesday, May 19, 2021 – 6:30 PM

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

<https://us02web.zoom.us/j/81688196068?pwd=QW01NE9SNE5FSzR6OHJ1Y1hWWFI0Zz09>

Dial in: 1 312 626 6799 Meeting ID: 816 8819 6068 Passcode: 285716

1. Call Meeting to order and Roll Call: 6:31 PM
Members Present: Lisa Jansen, Leslie Miller, Laura Muchowski, Dale Noll, Karen Wildman, Heather Gergen
Others Present: Nan Champe (Library Director)
Paul McEvilly – Baker Tilly
Kacey Spoerl – Baker Tilly
Members Excused: n/a
 2. Citizen’s Comments/Correspondence (written only):
 3. Discussion and possible action on 2020 Library Audit presented by Paul McEvilly and Kacey Spoerl from Baker Tilly Virchow Krause, LLP.
 - Library wages – last payroll at end of year hits both years. Does Village separate it? How should it be handled? Incurred payroll is accrued back to 2020, 2021 portion should be reported in 2021. Taxes, WRS, etc. are broken apart as well.
 - Prepaid amounts – Fiscal Agent was most of it. What was that? Majority was related to Property Insurance which gets allocated. Paid January insurance in December, so qualifies as Prepaid asset. Could go over during audit in future if interested.
 - If any further questions pop up feel free to reach out.
- No action taken
4. Approval of Consent Agenda
 - a. Minutes April 21, 2021 (Monthly Board Meeting)
 - b. Financial Reports
 - Budget Comparison Detail Fund 900 – Library Fund – April 2021
 - Certification of Library Vouchers: April 2021
 - c. Library Monthly Statistics Report
 - d. Director’s Report

Motion to approve: Dale Noll

Second: Laura Muchowski

Discussion: Nan presented to the City Council the Impact Report and how it compared to the past. Interesting for them to realize the numbers that are circulated and the impact to the community.
Does Library offer streaming services? There are some available (i.e. Canopy used at Mukwonago). Nan will get a quote to see what it looks like.

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

None

NEW BUSINESS

5. Discussion and possible action on Election of BOT officers.

Motion to nominate Dale Noll as President, Leslie Miller as Treasurer, Laura Muchowski as

Secretary: Heather Gergen

Second: Karen Wildman

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

6. Discussion and possible action on features to be included in the landscaping design plan
Foundation has secured funds. Need to create a list of items we would like incorporated in the design. Might need a power requirement as part of scope. Thoughts about planning and involving the Community in the process. Nan to put together a plan and bring back to the Board.

No action taken

7. Discussion and possible action on Outdoor Library Signage
Look at options to improve the existing monument sign or a less costly/more visible option at the front door in lieu of adding signage to the face of the building. Nan will look into this.

No action taken

8. Discussion and possible action on the COVID 19 Policy and Staff Mask Requirements
CDC recommendations are changing so should requirement remain the same for staff?

Motion to ADD this statement to item #3, "facial coverings may be optional for fully vaccinated employees, which is two weeks beyond your final vaccination shot. Heather Gergen

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

9. Discussion and possible action on the revisions to Replacement Costs for Lost or Damaged Materials Policy.

Motion to approve as presented: Leslie Miller

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

10. Discussion and possible action to retire the following policies: Book Locker Policy, Chain of Command Policy, Circulation of Materials, Loan Periods & Late Fee Policy, Professional Membership Policy, Security Card Policy, Staff Scheduling Policy, and Sustainability Policy.

Motion to approve to retire: Leslie Miller

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

11. Discussion and possible action on *Trustee Essential #10 Developing Essential Library Policies*

12. 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 go into closed Session: 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

Motion to adjourn @ 8:23 PM: Leslie Miller

Second: Heather Gergen

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 June 16, 2021

LOCATION: to be determined

Approved by the Library Board of Directors June 16, 2021.