

PEWAUKEE PUBLIC LIBRARY BOARD MEETING

Wednesday, August 18, 2021 – 6:30 PM

1. Call Meeting to order and Roll Call: 6:33 PM
Members Present: Lisa Jansen, Leslie Miller, Laura Muchowski, Dale Noll, Heather Gergen, Ian Clark
Others Present: Nan Champe (Library Director)
Deanna Moore (Head of Circulation Services)
Members Excused: Karen Wildman

2. Citizen's Comments/Correspondence: None

3. Approval of Consent Agenda
 - a. Minutes, July 21, 2021 (Monthly Board Meeting)
 - b. Financial Reports
 - i. Budget Comparison Detail Fund 900 – Library Fund – July 2021
 - ii. Certification of Library Vouchers: July 2021
 - c. Library Monthly Statistics Report
 - d. Director's Report

Motion to approve: Ian Clark motioned to approve the Consent Agenda pending corrections to item #6 in Minutes from July 21, 2021.
Leslie Miller and Heather Gergen recused from Minutes of July 21, 2021.

Second: Lisa Jansen seconded.

Discussion: #6 Minutes from July 21, 2021; change spelling to Dale Noll.
Discussion was tabled briefly.

Leslie Miller motioned to take agenda item #6 out of order; Presentation by the Head Circulation Services, Deanna Moore.

Second: Ian Clark

Motion carried

6. Presentation by the Head of Circulation Services, Deanna Moore
Deanna gave an update of services in the Circulation department including:
 - Curbside services will continue
 - CAFÉ app is a huge success
 - Explore passes are very popular
 - "Shelf elves" help keep the library looking great.

No action taken.

Return to Consent Agenda #3.

Motion: Leslie Miller motioned to return to agenda item #3.

Second: Ian Clark

Motion carried.

Discussion:

- Facilities Services Group will be conducting a facilities assessment for the library's building and property.
- Director Champe discussed an oversight with the Village contribution payment, which will be corrected in the next payment schedule.
- The Pewaukee Library Foundation has added two new members.

Motion carried

OLD BUSINESS

4. Discussion and possible action on the Covid 19 Policy

Discussion: Discussed the current policy. It is recommended that anyone unvaccinated should wear a mask while visiting the library. Staff are currently following the Library's Covid-19 Policy.

No action taken

5. Discussion and possible action on the draft 2022 Joint Library Budget

Motion to approve: Heather Gergen motioned to approve the 2022 Joint Library Budget with revised percentages.

Second: Lisa Jansen

Discussion:

- Actual rates for health insurance will be released in fall; the budget reflects a 10% increase.
- The budget reflects a 5% increase in CAFÉ -ILS System.
- With the popularity of digital materials, statewide funding contribution has increased for collection development.

Motion carried

NEW BUSINESS

7. Discussion and possible action on the revised Library Posting and Distribution Policy

No action taken

8. Discussion and possible action on closing the library facility for Friday, October 8th, 2021 for a staff development day.

Motion to approve: Leslie Miller motioned to approve

Second: Ian Clark

Discussion: n/a

Motion carried

9. Discussion of *Trustee Essential #2: Who Runs the Library*

10. ADJOURNMENT

Motion to adjourn @ 7:49 PM Heather Gergen

Second: Lisa Jansen

Motion Carried

NEXT MEETING: Wednesday, September 15th, 2021

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

Approved by the Library Board of Directors – September 15, 2021