

PEWAUKEE PUBLIC LIBRARY BOARD MEETING

Wednesday, September 15, 2021 – 6:30 PM

1. Call Meeting to order and Roll Call: 6:32 PM
Members Present: Lisa Jansen, Leslie Miller, Dale Noll, Karen Wildman, Heather Gergen,
Ian Clark, Laura Muchowski
Others Present: Nan Champe (Library Director)
Jenny Wegener (Head of Youth Services)

Members Excused: n/a
2. Citizen's Comments/Correspondence: None
3. Approval of Consent Agenda
 - a. Minutes August 18, 2021 (Monthly Board Meeting)
 - b. Financial Reports
 - i. Budget Comparison Detail Fund 900 – Library Fund – August 2021
 - ii. Certification of Library Vouchers: August 2021
 - c. Library Monthly Statistics Report
 - d. Director's Report

Motion to approve: Heather Gergen motioned to approve the Consent Agenda.

Second: Leslie Miller

Discussion: Correction to the August 18, 2021 meeting minutes. Karen Wildman was excused from the meeting.

Karen recused from minutes of August 18, 2021 meeting.

Motion carried

Ian Clark motioned to take agenda item #7 out of order: Presentation by the Head of Youth Services, Jenny Wegener.

Second: Heather Gergen

Motion carried

7. Presentation by the Head of Youth Services, Jenny Wegener
Jenny gave an update of services in the Youth Services Department including:
- Beanstack, the reading and activity tracker, has been very popular this summer. The Pewaukee School System is also making Beanstack available to students.
 - The summer programs also included collaborations with the PHS Robotics Team, the Waukesha Area Humane Society, WE Energies, the Pewaukee Police and Fire Departments.
 - Fantastic Fridays featured hands-on activities outside.

No action taken.

OLD BUSINESS

4. Discussion and possible action on the Covid 19 Policy

No action taken

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

Discussion:

- The City of Pewaukee and the Village of Pewaukee have not finalized their budget at this time.
- The fiscal agent fee is still unknown
- The Transportation Utility Charge is a new addition to the budget

No action taken

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

Motion to approve: Lisa Jansen motioned to approve the Library Posting and Distribution Policy with noted addition.

Second: Leslie Miller

Discussion: Director Champe will include a notation; the Pewaukee Public Library grounds are property of the Village of Pewaukee.

Motion carried

NEW BUSINESS

8. Discussion and possible action on the new Photography and Filming Policy

Discussion: Director Champe will create a Release Form to be used with the Photography and Filming Policy.

No action taken.

9. Discussion and possible action on Request for Proposals for Legal Services for the Pewaukee Public Library.

Motion to approve: Ian Clark motioned to approve the Request for Proposals for Legal Services for the Pewaukee Public Library.

Second: Lisa Jansen

Discussion: Director Champe created Request for Proposal for legal services for the Pewaukee Public Library. Nan will post the position with the League of Municipalities.
A timeline was created with the proposals due October 15, 2021 and a contract to begin January 1, 2022.

Motion carried

10. Discussion of *Trustee Essential #14: The Library Board and the Open Meetings Law*

11. ADJOURNMENT

Motion to adjourn @ 7:46 PM Heather Gergen

Second: Ian Clark

Motion Carried

NEXT MEETING: Wednesday, October 20th, 2021

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

Approved by the Library Board of Directors – October 20, 2021

