

PEWAUKEE PUBLIC LIBRARY BOARD MEETING

Wednesday, October 20, 2021 – 6:30 PM

1. Call Meeting to order and Roll Call: 6:31 PM
Members Present: Lisa Jansen, Leslie Miller, Dale Noll, Karen Wildman, Heather Gergen,
Ian Clark, Laura Muchowski
Others Present: Nan Champe (Library Director)
Beth Savagian (Assistant Director)

Members Excused: n/a

2. Citizen's Comments/Correspondence: None

3. Approval of Consent Agenda
 - a. Minutes September 15, 2021 (Monthly Board Meeting)
 - b. Financial Reports
 - i. Budget Comparison Detail Fund 900 – Library Fund – September 2021
 - ii. Certification of Library Vouchers: September 2021
 - c. Library Monthly Statistics Report
 - d. Director's Report

Motion to approve: Lisa Jansen motioned to approve the Consent Agenda.

Second: Heather Gergen

Discussion: October 8th was the staff In-Service Day that gave the staff an opportunity to work together and review procedures as an entire team.

Motion carried

President Noll asked that in the future, special agenda items be listed after the Consent Agenda and before Old Business.

Heather Gergen motioned to take agenda item #8 out of order: Presentation by the Assistant Director, Beth Savagian.

Second: Leslie Miller

Motion carried

8. Presentation by Assistant Director, Beth Savagian.

Beth discussed how the library staff uses all aspects of the Strategic Plan-

- Security: upgrade wireless; cyber security training; invested in portable devices
- Staff: participation in workshops; training sessions recorded; monthly meetings with department members improves communication;
- Space: evaluate collections; monitor what works; expand electronics and digitals; begin dialogue regarding Public Service desk
- Support: collaborate with outreach and community events; promote diversity;
- Savings: smartly populate different parts of the library

No action taken

OLD BUSINESS

4. Discussion and possible action on the Covid 19 Policy

Discussion: Regular library services continue as well as planned programs. Nan continues to highlight the COVID 19 policy reminding staff to stay home if ill, to get tested. Staff should refer to the COVID 19 Remote Work Policy so they can continue to work from home if they develop symptoms.

No action taken

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

Motion to approve: Leslie Miller motioned to approve the revised budget.

Second: Ian Clark

Discussion: -Director Champe attended the Village and City 2022 budget workshops.
- The Benefits line has been adjusted as the final insurance rates have been released.
- Included in the Utilities line is the new Transportation Utility fee.
- Public hearings for the 2022 Budget:

City of Pewaukee: November 15th; 6:30 PM

Village of Pewaukee: November 16th; 7:00 PM

Motion carried

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

Motion to approve: Heather Gergen motioned to approve the Photography and Filming Policy

Second: Lisa Jansen

Discussion: the library's attorney has reviewed the policy and release form. The policy will be kept on file for seven years.

Motion carried

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

Discussion: Director Champe received qualifying proposals for the position of Legal Services for the Pewaukee Public Library. Nan will offer candidates a tour of the facility and an opportunity to meet the members of the Pewaukee Library Board.

No action taken.

NEW BUSINESS

9. Discussion and possible action on the 2022 Calendar of Holiday Closings

Motion to approve: Heather Gergen motioned to approve the 2022 Calendar of Holiday Closings.

Second: Laura Muchowski

Motion carried

10. Discussion of *Trustee Essential #16: Ethics and Conflict of Interest Laws Applying to Trustees*

11. ADJOURNMENT

Motion to adjourn @ 7:52 PM Heather Gergen

Second: Ian Clark

Motion Carried

NEXT MEETING: Wednesday, November 17, 2021

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

Approved by the Library Board of Directors – November 17, 2021

