

# PEWAUKEE PUBLIC LIBRARY BOARD MEETING

Wednesday, November 17, 2021 – 6:30 PM

1. Call Meeting to order and Roll Call: 6:32 PM  
Members Present: Leslie Miller, Dale Noll, Karen Wildman, Heather Gergen, Laura Muchowski  
Others Present: Nan Champe (Library Director)  
William Wirkus, Walden, Neitzke and Kuhary, S.C.  
  
Members Excused: Lisa Jansen, Ian Clark
2. Citizen's Comments/Correspondence: Director Champe received a letter from Attorney, Jim Dunlap informing her of his retirement.
3. Approval of Consent Agenda
  - a. Minutes, October 20, 2021 (Monthly Board Meeting)
  - b. Financial Reports
    - i. Budget Comparison Detail Fund 900 – Library Fund – October 2021
    - ii. Certification of Library Vouchers: October 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: Director Champe noted the decrease in circulation is driven by the reduction of circulation of DVDs.

- Look for the new signage on the outside of the library.

Motion carried

## SPECIAL BUSINESS:

4. Introductions and discussion of legal service proposal from Willam Wirkus, Walden, Neitzke and Kuhary, S.C.

Discussion: Bill Wirkus, from the law firm of Walden, Neitzke and Kuhary, S.C. was introduced to the members of the Pewaukee Library Board. He described his background as an attorney and how he would represent the Pewaukee Library as an outside counsel.

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

(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session for the purpose of negotiating a contract for legal services.

Motion to approve: Dale Noll motioned to go in to closed session.

Second: Karen Wildman

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

Motion carried

Reconvene into Open session:

Motion: Heather Gergen motioned to return to open session at 7:10 PM

Second: Leslie Miller

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

- a. Possible action on Proposal for Legal Services

Motion to approve: Leslie Miller made a motion to accept the contract to receive legal services from William Wirkus with Walden, Neitzke and Kuhary, S.C.

Second: Heather Gergen

Motion Carried

**OLD BUSINESS:**

NONE

**NEW BUSINESS:**

6. Discussion and possible action on the fine forgiveness program

Motion to approve: Heather Gergen motioned to approve the fine forgiveness program

Second: Leslie Miller

Discussion: This is a Food for Fines program that will run from December 1<sup>st</sup> through December 31<sup>st</sup>. Patrons may bring in two non-perishable food items, paper goods, cleaning supplies or personal hygiene items to be forgiven \$1.00 in overdue fines

Motion carried

7. Discussion and possible action on the revised Emergency Closings Policy

Motion to approve: Heather Gergen motioned to approve the revised Emergency Closings Policy as presented.

Second: Karen Wildman

Discussion: The revised Emergency Closing Policy was presented by Director Champe.

Motion Carried

8. Discussion and possible action on the 2022 Annual Addendum to the Bridges Library System Member Library & CAFÉ Agreements

Motion to approve: Heather Gergen motioned to approve the 2022 Annual Addendum to the Bridges Library System Member Library & CAFÉ Agreements

Second: Leslie Miller

Discussion: Director Champe presented the agreements for the Bridges Library System and Café.

Motion carried

9. Appointment of AD Hoc Committee to draft 2022 BOT Goals
- President Noll suggested the Pewaukee Library Board of Trustees look at the current goals and roll them over for another year.
  - Director Champe will change the date to reflect 2022 and bring them back next month for a vote.

10. Discussion and possible action on approval to purchase two new self-check machines from Envisionware for 2022.

Motion to approve: Leslie Miller motioned to approve the purchase of two self-check machines from Envisionware for 2022.

Second: Karen Wildman

Discussion: Director Champe has applied for a grant from the Bridges Library System with money coming from the DPI to purchase two new self-check machines.  
Nan will make the purchase now with delivery in January.

Motion carried

11. Discussion of *Trustee Essential #18: Library Board Appointments and Composition*

12. ADJOURNMENT

Motion to adjourn: Heather Gergen @ 7:37 PM

Second: Leslie Miller

Motion Carried

NEXT MEETING: Wednesday, December 15, 2021

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

**Approved by the Library Board of Directors – Wednesday, December 15, 2021**