

PEWAUKEE PUBLIC LIBRARY BOARD MEETING

Wednesday, February 16, 2022 – 6:30 PM

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

Members Excused: Leslie Miller
2. Citizen's Comments/Correspondence: n/a
3. Approval of Consent Agenda
 - a. Minutes: January 19, 2022 (Regular Board Meeting)
 - b. Financial Reports
 - i. Budget Comparison Detail Fund 900 – Library Fund – December 2021 Updated
 - ii. Certification of Library Vouchers: December 2021 Updated
 - iii. Budget Comparison Detail Fund 900 – Library Fund – January 2022
 - iv. Certification of Library Vouchers – January 2022
 - c. Library Monthly Statistics Report
 - d. Director's Report

Motion to approve: Ian Clark motioned to approve the Consent Agenda without the minutes from January 19, 2022 meeting.

Second: Heather Gergen

Discussion: None

Motion Carried

Motion to approve Minutes from January 19, 2022 as amended: Ian Clark

Second: Heather Gergen

Discussion: Correction agenda item #4: change Ina to Ian Clark; add Trustee Krasovich along with Heather Gergen named to the committee to look at the current Intergovernmental Agreement between the Village and the City of Pewaukee.

Motion carried

OLD BUSINESS:

4. Discussion and possible action on Letter to the Village of Pewaukee and City of Pewaukee on preparations for the Intergovernmental Agreement.

Motion to approve: Ian Clark motioned to approve

Second: Heather Gergen

Discussion: The letter regarding the Intergovernmental Agreement was ammended and Director Champe will send the letter to the respective municipalities.

Motion Carried

5. Discussion and possible action on merging of job descriptions to create Library Page job description and Circulation Clerk job description.

Motion to approve: Heather Gergen motioned to approve.

Second: Ian Clark

Discussion: Director Champe provide the BOT with a copy of the new job descriptions for the Library Page 1 & 2 positions which have merged and the Circulation Clerk 1 & 2 positions which have merged.

Motion Carried

6. Discussion and possible action on updated salary ranges for library employees.

Motion to approve: No action at this time

Discussion: Director Champe will draft a resolution to revise the salary schedule and bring the updated salary schedule to the March 2022 meeting.

NEW BUSINESS:

7. Discussion and possible action on Resolution No. 2022-02 *A RESOLUTION ESTABLISHING THE REDUCTION OF THE LIBRARY'S RESTRICTED FUND BALANCE.*

Motion to approve: Ian Clark made a motion to approve

Second: Heather Gergen

Discussion: The BOT authorized Director Champe to reduce the Restricted Fund Balance by \$3,228 to offset the 2021 Library event expenditures.

Motion Carried

8. Discussion and possible action on the Pewaukee Public Library's Public Library Annual Report for the Year 2021.

Motion: Lisa Jansen motioned to approve

Second: Karen Wildman

Discussion: N/A

Motion carried

9. Discussion and possible action to close the Library to the public on Friday, April 29th for a Staff Development Day.

Motion: Karen Wildman motioned to approve

Second: Lisa Jansen

Discussion: N/A

Motion carried

10. Discussion of *Trustee Essential #6 Evaluating the Director*

11. Closed Session – The Library Board will recess into closed session pursuant to § 19.85(1)(c) 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 considering compensation for the Adult Services Manager.

Note: The salary schedule was modified in agenda item #6, where Director Champe will draft a revised salary schedule and bring it back to the BOT in March so there was no need to go in to Closed Session.

12. Return to open session to take any necessary action as a result of closed session discussion.

Motion to approve: N/A

Second:

Motion Carried

13. ADJOURNMENT

Motion to adjourn: Ian Clark motioned to adjourn @ 7:08 PM

Second: Heather Gergen

Motion carried

NEXT MEETING: Wednesday, March 16th, 2022

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