

PEWAUKEE PUBLIC LIBRARY BOARD MEETING

Wednesday, March 16, 2022 – 6:30 PM

1. Call Meeting to order and Roll Call: 6:33 PM

Members Present: Dale Noll, Karen Wildman, Ian Clark,
Leslie Miller Laura Muchowski
Others Present: Nan Champe (Library Director)
Sharon Vitek

Members Excused: Heather Gergen and Lisa Jansen

2. Citizen's Comments/Correspondence: Sharon Vitek commented on the reorganization of the public service desk at the library. She stressed how important it is for children to build a rapport and good relations with adults over time.

3. Approval of Consent Agenda

- a. Minutes from February 16, 2022 (Regular Board Meeting)
- b. Financial Reports
 - i. Budget Comparison Detail Fund 900 – Library Fund – February 2022
 - ii. Certification of Library Vouchers: February 2022
- c. Library Monthly Statistics Report
- d. Director's Report

Motion to approve: Ian Clark motioned to approve the Consent Agenda. Leslie Miller asked to be recused from voting on the minutes from February 16, 2022.

Second: Karen Wildman

Discussion: N/A

Motion Carried

OLD BUSINESS:

4. Discussion and possible action on Resolution No. 2022-23 *A RESOLUTION ESTABLISHING 2022 WAGES/SALARY RANGES FOR LIBRARY EMPLOYEES*

Motion to approve: Ian Clark motioned to approve.

Second: Leslie Miller

Discussion: Director Champe explained about the Access Video on Demand, a video streaming service as a part of the Library's digital resources offering videos for children and adults.

Motion Carried

5. Discussion and possible action on the Covid-19 Policy and Covid-19 Remote Work Policy

Motion to approve: Leslie Miller motioned to approve the suspension of the Covid-19 Policy and the Covid-19 Remote Work Policy.

Second: Karen Wildman

Discussion: Director Champe is directed to continue following the CDC guidelines for isolation.

Motion Carried

NEW BUSINESS:

6. Discussion and possible action on the Allowable Cost Worksheet for Waukesha County Libraries in the Bridges Library System.

Motion to approve: Ian Clark motioned to acknowledge the Allowable Cost Worksheet for Waukesha County Libraries in the Bridges Library System.

Second: Leslie Miller

Discussion: None

Motion Carried

7. Discussion and possible action on the appointment of an ad hoc committee to lead the review of the Library Director.

Motion: Karen Wildman motioned to appoint Leslie Miller, Laura Muchowski and Ian Clark as an ad hoc committee to lead the review of the Library Director.

Second: Ian Clark

Discussion: Director Champe will prepare materials to be sent to members of the BOT, Pewaukee Public Library staff members and Nan's peers. A timeline will be set with formal review at the May BOT meeting.

Motion carried

8. Discussion and possible action the revised Meeting Room Policy

Motion: Laura Muchowski motioned to approve the revised Meeting Room Policy.

Second: Dale Noll

Discussion: Director Champe suggested the Multi-Purpose Room be exclusively reserved for library use only.
Boy Scout and Girl Scout Troops can reserve the Community Room for their meetings.
Pewaukee Residents will be able to reserve a meeting room for informal meetings without being affiliated with a particular group.

Motion carried

9. Discussion and possible action on a plan to consider updates and changes to the public service desks.

Motion: No action taken

Discussion: Director Champe discussed suggested updates and changes to the public service desks:

- Addition of a Librarian at the Circulation Desk. This would give patrons immediate service at the Circulation Desk as they enter the library.
- The main goal is for all staff to serve everyone. To achieve this goal all staff will need to answer any questions from patrons or refer patrons to another staff member.
- 3 information desks in the library. Circulation desk, children's desk and desk in the lower level. A library assistant could service lower level.
- Obtain a portable desk that could be used at high traffic times or to provide additional service throughout the library.

- Possibility of moving the librarian's desk in the Children's library so it is visible from the Circulation desk.
- New software will be introduced during Staff Development Day April 29th.

10. Discussion of *Trustee Essential #7 The Library Board and Library Personnel*

11. ADJOURNMENT

Motion to adjourn: Leslie Miller motioned to adjourn @ 7:42 PM

Second: Ian Clark

Motion carried

NEXT MEETING: Wednesday, April 20, 2022 @ 6:30 PM

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