

PEWAUKEE PUBLIC LIBRARY BOARD MEETING

Wednesday, April 20, 2022 – 6:30 PM

1. Call Meeting to order and Roll Call: 6:39 PM
Members Present: Dale Noll, Karen Wildman, Leslie Miller, Chris Krasovich, and Laura Muchowski
Others Present: Nan Champe (Library Director), Heather Gergen

Members Excused: Ian Clark, Lisa Jansen

2. Citizen's Comments/Correspondence:
Chris Krasovich was introduced and welcomed as a member of the BOT representing the Village of Pewaukee.
Heather Gergen asked the Pewaukee Library Board to create a "To Do List" for the library.
 - As a service to the public, provide the opportunity to apply for a U.S. Passport.
 - Follow up on Independence First – disabilities report
 - Review checkout procedures for Zoo Passes
 - Review maintenance agreements before upcoming contract talks with the municipalities.
 - Positive comments were made on the controlled burn of the rain garden.

3. Approval of Consent Agenda
 - a. Minutes from March 16, 2022 (Regular Board Meeting)
 - b. Financial Reports
 - i. Budget Comparison Detail Fund 900 – Library Fund – March 2022
 - ii. Certification of Library Vouchers: March 2022
 - c. Library Monthly Statistics Report
 - d. Director's Report
Motion to approve: Leslie Miller motioned to approve the Consent Agenda. Chris Krasovich abstained from voting on the minutes from March 16, 2022.
Second: Karen Wildman

Discussion: Leslie asked about the Public Charges for Services which includes donations from The Friends of the Pewaukee Library and The Kiwanis.

Motion Carried

- OLD BUSINESS:**

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

Motion to approve: Leslie Miller motioned to approve the updates and changes to the public service desks as provided by Director Champe.

Second: Karen Wildman

Discussion: To allow the Youth Services Desk to be better positioned as a point of service, Director Champe suggested to open the wall between the children's room and the circulation desk. Director Champe consulted with Zimmerman Design Group to assess the possibility of changes to the Public Service desks. Zimmerman prepared a proposal for the BOT if we are interested in pursuing the updates and changes. The BOT is willing to put forth the funds for parts 1 & 2 of the design process with the proposed fee of \$14,210 which will be taken from the Fund Balance. Moving forward, the design fees and construction costs would come from the Fund Balance along with donations.

Motion Carried

NEW BUSINESS:

5. Discussion and possible action on a plan to relocate shelving units in the Library.

Discussion only: To open up the Children's Department, Director Champe suggested relocating shelving units in the Children's Department and swap shelving units from other parts of the library. Director Champe consulted with Yerges Van Liners, Inc. to discuss our needs. An August time frame was suggested for the changes to take place.

No action taken.

6. Discussion and possible action on the disposal of the retired self-check machines.

Motion to approve: Karen Wildman motioned to approve the sale of retired 2 self-check machines on Wisconsin Surplus.

Second: Leslie Miller

Discussion: 2 old self-check machines were replaced by 2 new self-check machines

Motion Carried

7. Discussion and possible action on rescheduling the regular May board meeting.

Motion: Leslie Miller motioned to reschedule the regular May board meeting to Thursday, May 26, 2022 at 6:30 PM.

Second: Chris Krasovich

Motion carried

8. Discussion and possible action on the Proposal for Snow Removal Services for 2022-2024.

Motion: Leslie Miller motioned to approve the contract for snow removal services from Kempen Masonry LLC from October 2022 – April 2024.

Second: Karen Wildman

Discussion: Nan praised Kempen’s response time and diligence in keeping the parking lot and walkways clear of snow and ice. Director Champe will review the financial policy to determine at what point we would need 3 bids for a contract.

Motion carried

9. Discussion and possible action on the purchase and installation of a new Library server.

Motion: Chris Krasovich motioned to approve the purchase and installation of a new Library server.

Second: Leslie Miller

Discussion: Director Champe explained the last server was purchased in 2015 and the warranty could not be extended. Budgeted funds will be used for the project. Nan has applied for an ARPA Grant for the project through Bridges.

Motion carried

10. Discussion and appointment of an ad hoc committee to nominate BOT officer candidates.

Discussion: BOT President, Treasurer and Secretary are elected to a one-year term annually in May. Officers will serve for one year but may be re-nominated and reelected each year and serve not more than two

1-year terms.

Current BOT officers are: President, Dale Noll; Treasurer, Leslie Miller; Secretary, Laura Muchowski. President Noll suggested if the BOT officers would be willing to keep their position, he asked that we vote on continuing in our roles for another year. The vote would occur at the next meeting of the BOT.

No action taken.

11. Discussion and possible action on revised *Code of Conduct Policy*.

Motion: Karen Wildman motioned to approve the revised *Code of Conduct Policy*.

Second: Laura Muchowski

Discussion: Director Champe streamlined the document to make it easier to understand and to separate policy from procedure.

Motion carried

12. Discussion and possible action on the new *Credit Card Policy*.

Motion: Leslie Miller motioned to approve the new *Credit Card Policy*.

Second: Karen Wildman

Discussion: This is a new policy for the Pewaukee Public Library.

Motion carried

13. Discussion of *Trustee Essential #9 Managing the Library's Money*

14. ADJOURNMENT

Motion to adjourn: Chris Krasovich motioned to adjourn @ 7:56 PM

Second: Karen Wildman

Motion carried

NEXT MEETING: Thursday, May 26, 2022 @6:30 PM.

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

Approved by the Library Board of Directors May 26, 2022