

# PEWAUKEE PUBLIC LIBRARY BOARD MEETING

Wednesday, June 15, 2022 – 6:30 PM

1. Call Meeting to order and Roll Call: 6:30 PM  
Members Present: Dale Noll, Leslie Miller, Chris Krasovich, Ian Clark, Karen Wildman, Lisa Jansen and Laura Muchowski  
Others Present: Nan Champe (Library Director)  
John Rader, Baker Tilly US, LLP  
Members Excused: n/a

## **SPECIAL BUSINESS:**

2. Discussion and possible action on the 2021 Library Audit by John Rader, Baker Tilly US,LLP  
  
Motion to approve: Leslie Miller motioned to approve the audit done by John Rader, Baker Tilly US, LLP  
  
Second: Ian Clark  
  
Discussion: John Rader discussed the 2021 Pewaukee Public Library Financial Statement with required communications.

Motion Carried

## **REGULAR BUSINESS:**

3. Citizen Comments/Correspondence: n/a
4. Approval of Consent Agenda
  - a. Minutes from May 26, 2022 (Regular Board Meeting)
  - b. Financial Reports
    - i. Budget vs. Actual Library – April 2022
    - ii. Budget vs. Actual Library – May 2022
    - iii. GL Detail Library – April 2022 Updated
    - iv. GL Detail Library – May 2022
  - c. Library Monthly Statistics Report
  - d. Director's Report

Motion to approve: Ian Clark motioned to approve the Consent Agenda

Second: Leslie Miller

- Discussion:
- Director Champe is working with new budget software and is working with the Village treasurer to customize her financial reports.
  - Nan will work with the Village treasurer to have more detailed reports provided.
  - Discussion regarding how best to receive training on the new software

Motion Carried

**NEW BUSINESS:**

5. Discussion and possible action on Mobile Library Policy and Agreement

Motion to approve: Ian Clark motioned to approve the Mobile Library Policy and Agreement pending corrections.

Second: Karen Wildman

Discussion: - A pilot program with Kirkland Crossing will begin with a Librarian visiting Kirkland Crossing once a month where residents can check out items, issue and update library cards, collect and return library materials.

Motion Carried

6. Discussion and possible action on Public Computer, Internet and Wireless Policy and Acceptable Use Agreement.

Motion to approve: Lisa Jansen motioned to approve the Public Computer, Internet and Wireless Policy and Acceptable Use Agreement.

Second: Laura Muchowski

Discussion: Patrons are required to accept the terms and conditions of the Library's Public Computer, Internet and Wireless Acceptable Use Agreement.

Motion Carried:

7. Discussion of *Tustee Essential #13 Library Advocacy*.

8. Discussion and possible action on payroll processing and fiscal agent responsibilities

Motion to approve: Dale Noll motioned to approve the payroll processing and fiscal agent responsibilities. Grant Chris Krasovich, as the Village liaison, the authority to discuss fiscal agent responsibilities with Village Administrator, Scott Gosse.

Second: Lisa Jansen

Discussion: The Pewaukee Public Library Board of Trustees understands there is a unique relationship between the Library and the Village and would like to see more consistency with the payroll process.

Motion Carried

9. Closed Session – The Library Board will recess into closed session pursuant to § 19.85(1)(c) <sup>[1]</sup><sub>[SEP]</sub> 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 of the annual performance evaluation of the Library Director.

Motion to go into closed session: Ian Clark motioned to go into closed session

@ 7:45 PM

Second: Leslie Miller

Discussion: n/a

Roll call vote: Dale Noll – Y, Leslie Miller – Y, Chris Krasovich – Y, Lisa Jansen – Y, Karen Wildman - Y, Ian Clark - Y, Laura Muchowski – Y

Motion carried

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

Action from closed session: n/a

11. ADJOURNMENT

Motion to adjourn: Leslie Miller motioned to adjourn at 8:30 PM

Second: Karen Wildman

Roll call vote: Dale Noll – Y, Leslie Miller – Y, Chris Krasovich – Y, Lisa Jansen – Y,  
Karen Wildman - Y, Ian Clark - Y, Laura Muchowski - Y

Motion carried

NEXT MEETING: Wednesday, July 20, 2022 @6:30 PM.

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