

PEWAUKEE PUBLIC LIBRARY BOARD MEETING

Wednesday, July 20, 2022– 6:30 PM

1. Call Meeting to order and Roll Call: 6:33 PM
Members Present: Dale Noll, Leslie Miller, Chris Krasovich, Ian Clark, Lisa Jansen and Laura Muchowski
Others Present: Nan Champe (Library Director)

Members Excused: Karen Wildman

Regular Business:

2. Citizen Comments/Correspondence:
 - a. Email to the Library Board

Discussion: email from a library patron regarding summer programming specifically, “Mindfulness Tarot Card Readings”.
 - The program was postponed as it was presented but it could be brought back, which would be geared to all ages.
 - Concentrate on the diversity of the collection.
 - b. Library Response Letter and included Library Programming Policy
Director Champe’s response to the patron was discussed which also included the Library Programming Policy. Keeping the diversity of the library’s collection is important to note.
3. Approval of Consent Agenda
 - a. Minutes from June 15, 2022 (Regular Board Meeting)
 - b. Financial Reports
 - i. Budget vs. Actual Library – June 2022
 - ii. GL Detail Library – June 2022
 - c. Library Monthly Statistics Report
 - d. Director’s Report

Motion to approve: Chris Krasovich motioned to approve the Consent Agenda with the exception of 3b, Financial Report.

Second: Leslie Miller

- Discussion:
- Correction on minutes from June 15, 2022, the spelling of Ian Clark's name.
 - Eight new public computers have been installed in the Lynn Chappy Technology Center.
 - A new Library server has been installed.
 - Regarding financials: Director Champe has been working with the Village Treasurer regarding the check register and how bills are paid.
 - No action on financials

Motion Carried

OLD BUSINESS:

4. Discussion and follow-up on the 2021 Library Audit

- Discussion:
- digital materials
 - Intangibles

5. Discussion and follow-up on the implementation of the new accounting system and payroll processing.

- Discussion:
- Nan will continue to work with the Village Treasurer with regard to needing details for budgeting purposes.

NEW BUSINESS:

6. Discussion and possible action on the Waukesha County Library Standards

Motion to approve: Ian Clark motioned to accept the revised Library Standards.

Second: Lisa Jansen

Discussion: Pewaukee Public Library meets the Waukesha County adopted library standards.

Motion carried

7. Discussion and possible action on the 2023 Joint Library Budget

- Discussion:
- Staff positions are the same as last year
 - Under "Utilities", Transportation Fee, the City would like their portion of the budget not to include this fee. It was suggested the City Common

Council approach the Village Board about waiving the transportation fee.

No action

8. Discussion and possible action to close the Library at 1:00 PM on Friday, October 7th for homecoming parade and for Staff Development.

Motion to approve: Ian Clark motioned to approve the closing of the library for half the day on October 7, 2022 to allow time for staff development.

Second: Chris Krasovich

Discussion: - After discussion with staff it was felt to use just a half-day for staff development which would be less disruptive for patrons.

Motion carried

9. Discussion and possible action on revisions to the Borrowing Library Materials Policy.

Motion to approve: Lisa Jansen motioned to approve the revised Borrowing Library Materials Policy.

Second: Leslie Miller

Discussion: - Checkout limit has increased to 250 items.
- An additional section has been added, "Responsibility for Minor's (17 years of age and younger) Access to Library Materials".

Motion carried

10. Discussion and possible action on revisions to the Children in the Library Policy.

Motion to approve: Laura Muchowski motioned to approve the Children in the Library Policy.

Second: Ian Clark

Discussion: -The revised policy includes the General Regulations along with Staff Interventions when needed.

-Parental Opt-Out directs caregivers on how to restrict their child's access to certain Library categories or internet access.

Motion carried

11. Discussion of *Trustee Essential #15 The Library Board and Public Records Law*

12. ADJOURNMENT

Motion to adjourn: Leslie Miller motioned to adjourn at 7:38 PM

Second: Ian Clark

Motion carried

NEXT MEETING: Wednesday, August 17, 2022 @6:30 PM.

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