

# PEWAUKEE PUBLIC LIBRARY BOARD MEETING

Wednesday, September 20, 2023 6:30 PM

1. Call Meeting to Order and Roll Call: 6:30 PM

Members Present: Dale Noll, Karen Wildman, Ian Clark, Ann Wright, Heather Gergen, Lisa Jansen

Others Present: Nan Champe (Library Director)

Members Excused: Leslie Miller

## **Special Business:**

2. Presentation by Kelly Nelson, Adult Services Manager

## **Regular Business:**

3. Citizen Comments/Correspondence –  
n/a

4. Approval of Consent Agenda
  - a. Minutes July 19, 2023 (Regular Board Meeting)
  - b. Minutes August 17, 2023 (Regular Board Meeting)
  - c. Financial Reports:
    - i. GL Budget vs. Actual Library – August 2023
    - ii. GL Detail Library – August 2023
    - iii. Payment Approval Report – August 2023
  - d. Library Monthly Statistics Report though August 2023
  - e. Director's Report: September 2023

Motion to approve: Ann Wright

Second: Heather Gergen

Discussion: n/a

Motion carried

## **OLD BUSINESS:**

5. Discussion and possible action on the new Library of Things Collection Policy and Assumption of Risk and Waiver of Liability form.

Motion to approve: Heather Gergen

Second: Ian Clark

Discussion: To the Assumption of Risk & Liability Waiver add wording for extreme weather

Motion Carried

## **NEW BUSINESS:**

### **6. Discussion and possible action on revisions to the Borrowing Library Materials Policy**

Motion to approve: Heather Gergen

Second: Lisa Jansen

Discussion:           1. Establishment of a standard overdue fine of \$0.20/day. Currently we have a \$0.15/day fine for all materials except dvds which is \$1.00/day  
                              2. Adding YA print materials and books on CD to the items that are not charged overdue fines by the Pewaukee Library.  
                              3. Eliminating the refund for items that have been lost and have been paid for.  
                              4. Assessing overdue fines for lost items that have been returned (but not paid for).

Motion Carried

### **7. Discussion and possible action on revisions to the Library Card Policy**

Motion to approve: Lisa Jansen

Second: Ann Wright

Discussion: n/a

Motion Carried

### **8. Discussion and possible action to retire the Special Library Cards Policy**

Motion to approve: Ian Clark

Second: Lisa Jansen

Discussion: n/a

Motion Carried

### **9. Discussion and possible action on revisions to grade assignments for Library positions and salary ranges.**

No Action

### **10. Discussion and possible action on BOT Trustee Essentials 09: Managing the Library's Money**

No Action

### **11. ADJOURNMENT - 7:59pm**

Motion to approve: Heather Gergen

Second: Ian Clark

Discussion:

Motion carried

**NEXT MEETING SCHEDULED:**       Wednesday, October 18, 2023 at 6:30 PM

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