

PEWAUKEE PUBLIC LIBRARY BOARD MEETING

Wednesday, January 18, 2023– 6:30 PM

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

Members Excused: n/a
2. Citizen Comments/Correspondence – n/a
3. Approval of Consent Agenda
 - a. Minutes from November 16, 2022 (Regular Board Meeting)
 - b. Financial Reports
 - i. GL Budget vs. Actual Library – Through December 2022
 - ii. GL Detail Library – November and December 2022
 - iii. Payment Approval Report – November and December 2022
 - c. Library Monthly Statistics Report including 2021 vs. 2022 circulation comparison by material type
 - d. Director’s Report

Motion to approve: Leslie Miller motioned to approve the consent agenda.
Lisa Jansen to abstain from 3-a, Minutes from November, 16, 2022.

Second: Ian Clark

Discussion: None

Motion Carried

OLD BUSINESS:

None

NEW BUSINESS:

4. Discussion and possible action on Library Board Calendar 2023

Motion to approve: Ian Clark motioned to approve the 2023 Library Board Calendar.

Second: Karen Wildman

Discussion: Remove "BOT Goals" from October and November

Motion Carried

5. Discussion and possible action on revisions to the Pewaukee Public Library Employee Handbook.

Motion to approve: Chris Krasovich motioned to accept the revisions to the Pewaukee Public Library Employee Handbook as presented by Director Champe.

Second: Ian Clark

Discussion: Change "Vacation" to Personal Time Off (PTO). PTO Bank is based on years of service.

Motion carried

6. Discussion and possible action on Vacation Pay due to Employees Upon Voluntary Termination/Retirement.

Motion to approve: Chris Krasovich motioned to compensate eligible employees for accrued but unused vacation time, from the first year of employment on a prorated bases, at their current rate of pay.

Second: Lisa Jansen

Discussion: Director Champe clarified the revisions to the Employee Handbook with regard to change in status between non PTO-Eligible and PTO-Eligible.

Motion carried

7. Discussion of *TE 6: Evaluating the Director*

8. Discussion and possible action on revisions to the process for the Library Director's Annual Review.

Discussion: Director Champe will come back with updated evaluation forms.

9. ADJOURNMENT

Motion to adjourn: Chris Krosovich motioned to adjourn at 7:47 PM

Second: Ian Clark

Motion carried

NEXT MEETING: Wednesday, February 15, 2023 @ 6:30 PM

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

Approved by the Library Board of Trustees 2/15/2023