

PEWAUKEE PUBLIC LIBRARY BOARD MEETING

Wednesday, February 15, 2023– 6:30 PM

1. Call Meeting to Order and Roll Call:
Members Present: Dale Noll, Karen Wildman, Leslie Miller, Lisa Jansen and Laura Muchowski
Others Present: Nan Champe (Library Director)

Members Excused: Ian Clark and Chris Krasovich
2. Citizen Comments/Correspondence – n/a
3. Approval of Consent Agenda
 - a. Minutes from January 18, 2023 (Regular Board Meeting)
 - b. Financial Reports
 - i. GL Budget vs. Actual Library – Through Year End 2022
 - ii. GL Detail Library – Through Year End 2022
 - iii. Payment Approval Report – Year End 2022
 - iv. GL Budget vs. Actual Library – January 2023
 - v. GL Detail Library – Through January 2023
 - vi. Payment Approval Report – January 2023

c. Library Monthly Statistics Report through January 2023

d. Director's Report

Motion to approve: Leslie Miller motioned to approve the consent agenda.

Second: Karen Wildman

Discussion: None

Motion Carried

OLD BUSINESS:

4. Discussion and possible action on 2023 BOT Goals

Agenda item moved to the March BOT meeting.

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

Discussion: Director Champe discussed the process of the Library Director's Annual Review including the timeline.

No action taken.

NEW BUSINESS:

6. Discussion and possible appointment by the Board President of an ad hoc Library Director Review Committee.

Motion to approve: Dale Noll motioned to nominate Leslie Miller and Lisa Jansen as primary members of the ad hoc Library Director Review Committee. Laura Muchowski to assist as needed.

Second: Karen Wildman

Discussion: Discussed using a new format this year. The BOT will review the evaluation forms and the process. After the March meeting, evaluation forms will be completed by staff and stakeholders.

Motion Carried

7. Discussion and possible action on the Public Library Annual Report 2022

Motion to approve: Leslie Miller motioned to approve the Public Library Annual Report 2022.

Second: Lisa Jansen

Discussion: Director Champe continues to track circulation trends.

Motion carried

8. Discussion and possible action on the Library's Impact Report 2022

Motion to approve: Laura Muchowski motioned to approve the Library's Impact Report 2022.

Second: Karen Wildman

Discussion: The report highlights usage statistics and how the library serves the population.

Motion carried

9. Discussion and possible action on addition to the Pewaukee Public Library Staff Handbook: 5.10 PTO Donation

Motion to approve: Lisa Jansen motioned to approve the Pewaukee Public Library Staff Handbook addition of 5.10 PTO Donation.

Second: Leslie Miller

Discussion: Director Champe simplified the addition to the handbook which was reviewed by Attorney Wirkus.

Motion carried

10. Discussion and possible action on replacement or repair of the Elevator Door

Motion to approve: Lisa Jansen motioned to replace the elevator door with a new door and funds coming from the fund balance.

Second: Leslie Miller

Discussion: Discussed safety concerns if nothing is done and the possibility of repairs to the door not working. A new door will take time to arrive.

Motion carried

11. Discussion and possible action to close the Library to the public on Friday, May 5th for Staff Development Day

Motion to approve: Laura Muchowski motioned to approve closing the Library to the public on Friday, April 28, 2023 for staff development day.

Second: Karen Wildman

Discussion: Since there was a conflict with the May 5th date, the staff development day will be April 28th.

Motion carried

12. Discussion of *TE 11: Planning for the Library's Future*

13. ADJOURNMENT

Motion to adjourn: Leslie Miller motioned to adjourn at 7:20 PM.

Second: Karen Wildman

Motion carried

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

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

Approved by the library board of trustees 3.15.2023