

**PEWAUKEE PUBLIC LIBRARY BOARD MEETING
BOARD OF TRUSTEES
Wednesday, October 19, 2016 MEETING MINUTES**

Agenda Item #1: The meeting of the Pewaukee Public Library Board was called to order at 6:32 PM by Library Board President Lisa Jansen.

Members Present: Tom Calder, Lisa Jansen, Jeff Kara, Leslie Miller, Laura Muchowski, Dale Noll, and Karen Wildman.

Also Present: Library Director, Jennie Stoltz.

Citizens present: None.

Minutes taken by: Karen Wildman

Members Excused: None.

Agenda Item # 2: Citizen Comments – none.

Agenda Item #3: Approval of Consent Agenda. Leslie Miller made a motion to approve the Consent Agenda. Dale Noll seconded. Motion carried. Tom Calder and Jeff Kara abstained from voting on the minutes portion of the Consent Agenda since they were not present at the September 21st meeting.

- a. Minutes of September 21, 2016 meeting
- b. Financial Reports
 1. Year-to-date Financial Report
 2. Current Accounts Payable & Accounts Receivable
 3. Treasurer's Report
- c. Library Monthly Statistics Report
- d. Director's Report

Old Business:

Agenda Item #4: Discussion and possible action on the 2017 Pewaukee Public Library Budget.

Jennie explained to the board that it is open enrollment and employees have until November 11th to decide if they want to participate in our health insurance plans. The Library pays 88% for full-time employees and 50% of part-time employees. Jennie is still waiting to hear from several staff members on whether or not they are going to take health insurance or waive it. She did have one part-time employee choose to take health insurance. Since open enrollment is so late in the year and the expense is not in the budget, Jennie recommends that we use fund balance to cover the expense for this first year and then incorporate the expense into the regular operating budget in 2018. We will wait until the November meeting to pass the final version of the budget with the actual insurance figures. No action taken..

Agenda Item #5: Discussion and possible action on the municipal capital expenditures.

Jennie said that there is the possibility of rolling some short and long-term capital expenditures into the possible library addition. She would like to take the opportunity to put together a formula with Connie Meyer's assistance (as well as Steve Trimborn, the Senior Financial Analyst at Waukesha County) that could be used as an addendum to the Joint Library Agreement which will be necessary in addressing the division of capital expenditures between the municipalities for the addition. Jennie hopes that the

new formula will be fair and equitable enough for both municipalities that it may even be used as the formula for calculating annual funding for when the Joint Library agreement needs to be renewed in 2025. Jennie will be making presentations to both of the municipal boards on December 5th and 6th regarding the expansion and hopes to have renderings for that presentation. No action taken.

New Business:

Agenda Items #6: Set timelines for 5-year Strategic Plan process.

Jennie briefly reviewed what she had learned in an online class called “Measurement Matters”. The class had been recommended by System Director Connie Meyer. The class reviewed several tools that can be used in helping a library do all sorts of planning. Two specific products – Edge and Project Outcome, Jennie was especially impressed with. She hopes to find the time in January to be able to learn how to use them effectively. No action taken.

Agenda Item #7: Goals – Administrative #3 (Provide support to the staff when appropriate and possible). No action taken.

Agenda Item #8: Trustee Essential #13 (Library Advocacy). No action taken.

Agenda Item #9: Adjournment. Laura Muchowski made a motion to adjourn the meeting at 7:40 PM. Dale Noll seconded. Motion carried.

Our next meeting is scheduled for Wednesday, November 16, 2016 at 6:30 PM at the Pewaukee Public Library.

Respectfully Submitted,

Karen Wildman,
Library Board Secretary