

**PEWAUKEE PUBLIC LIBRARY BOARD MEETING
BOARD OF TRUSTEES
Wednesday, May 17, 2017 MEETING MINUTES**

Agenda Item #1: The meeting of the Pewaukee Public Library Board was called to order at 6:38 PM by Library Board President Lisa Jansen.

Members Present: Heather Gergen, Lisa Jansen, Jeff Kara, Laura Muchowski, and Dale Noll.
Also Present: Library Director, Jennie Stoltz
Citizens Present: None.

Members Excused: Leslie Miller (excused) and Karen Wildman (excused).

Minutes taken by: Jennie Stoltz

Agenda Item # 2: Citizen Comments – none.

Agenda Item #3: Approval of Consent Agenda. Laura Muchowski made a motion to approve the Consent Agenda. Dale Noll seconded. Motion carried.

- a. Minutes of March 15, 2017 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 – because of time constraints the Director gave a portion of her report in the meeting. She updated the Board on the situation with the lighting management system (it has been installed), the HVAC system (there is a leak on the condenser tube sheet and multi-interface controller has failed which allows the computer to communicate with the BAS control system), and the Friends and the Foundation.

Old Business:

Agenda Item #4: None.

New Business:

Agenda Item #5: Discussion and possible action on a request from the Pewaukee Public Library Foundation regarding the *Evening with the Author* event. Jeff Kara made a motion to approve the Pewaukee Public Library Foundation holding the annual *Evening with the Author* event at the Library with wine and craft beer available and to support their going to the Village of Pewaukee Board to request a Temporary Class "B" License. Dale Noll seconded. Motion carried unanimously.

Agenda Item #6: Discussion and possible action on the 2016 Pewaukee Public Library Audit done by Baker Tilly. Tabled. Board members should send any questions or comments to Director Stoltz.

Agenda Item #7: Appointment of a Nominating sub-committee for the election of new BOT officers at the June Board of Trustees' meeting. Laura Muchowski and Karen Wildman were appointed.

Agenda Item #8: Discussion and possible action on endorsement of the new Waukesha County Library Standards. Dale Noll made a motion to endorse the Waukesha County Library Standards. Jeff Kara seconded. Motion carried.

Agenda Item #9: Goals – Financial #1 (Prepare & audit the annual budget with the Library Director’s Input) and Governance #4 (Review revisions of policies per schedule and job descriptions as needed). No action taken.

Agenda Item #10: Trustee Essentials - #10 (Developing Essential Library Policies).

Agenda Item #11: Adjournment. Heather Gergen made a motion to adjourn the meeting at 7:46 PM. Laura Muchowski seconded. Motion carried.

Our next meeting is scheduled for Wednesday, June 21, 2017 at 6:30 PM at the Pewaukee Public Library.

Respectfully Submitted,

Jennie J. Stoltz,
Library Director