

**PEWAUKEE PUBLIC LIBRARY BOARD MEETING
BOARD OF TRUSTEES
Wednesday, August 24, 2016 MEETING MINUTES**

Agenda Item #1: The meeting of the Pewaukee Public Library Board was called to order at 6:05 PM by Library Board President Lisa Jansen.

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

Also Present: Library Director, Jennie Stoltz and Library Attorney, Jim Dunlap

Citizens present: None.

Minutes taken by: Karen Wildman

Members Excused: None.

Agenda Item # 2: Citizen Comments – none.

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

- a. Minutes of July 20, 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

Dale Noll made a motion to take Agenda Item #5 out of order. Laura Muchowski seconded. Motion carried.

Agenda Item #5: Discussion and possible action on the municipal capital expenditures. Jennie passed out documents that showed the total investment that both municipalities have made since the library opened in 2005 as well as circulation statistics broken down by municipality through the end of 2015. Stan Riffle, the City of Pewaukee's attorney and Mark Blum, the Village of Pewaukee's attorney, have both written opinions on what they believe is the fair amount each municipality should pay toward capital expenses. The Library Board asked Jim Dunlap for his opinion on the two opinions and he said he believed that Mark Blum's opinion was a fair interpretation of the joint library agreement and the law. The Library Board asked Jim to provide them with a written version of his opinion. Jennie will have a Capital Expenses Plan through 2024 for the September meeting. No action taken.

Old Business:

Agenda Item #4: Discussion and possible action on the 2017 Pewaukee Public Library budget. Jennie said she is currently \$4500 short but that the actual health insurance costs are not available yet and that she has budgeted rather high for health insurance. Dale moved to approve the budget after lowering the Gas/Electric line to cover the shortage until the health insurance costs are available. Tom Calder seconded. Motion carried.

New Business:

Agenda Items #6: Discussion and possible action on closing October 7th for Staff Development In-Service Day. Tom Calder made a motion to close on October 7th for Staff Development Day. Leslie Miller seconded. Motion carried.

Agenda Items #7: Discussion and possible action on the following policies: Children in the Library policy, Exam Proctoring policy, and Circulation of Materials, Loan Periods, and Late Fees policy. Tom Calder moved to accept all three policies as presented. Dale Noll seconded. Motion carried.

Agenda Item #8: Goals – Governance #3 (Achieve a full and complete understanding of the Joint Library Agreement so that the Board of Trustees can work closely with the municipalities on reviewing the governance portion of the Joint Library Agreement). No action taken.

Agenda Item #9: Trustee Essential #15 (The Library Board and the Public Records Law). No action taken.

Agenda Item #10: Closed Session. The Library Board will go into closed session pursuant to Wisconsin State Statute 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which governmental body has jurisdiction or exercises responsibility, specifically the Library Director and Staff.

Tom Calder made a motion to go into closed session. Laura Muchowski seconded. Motion carried.

Tom Calder made a motion to come out of closed session. Dale Noll seconded. Motion carried.

Agenda Item #11: Adjournment. Tom Calder made a motion to adjourn the meeting at 8:00 PM. Jeff Kara seconded. Motion carried.

Our next meeting is scheduled for Wednesday, September 21, 2016 at 6:30 PM at the Pewaukee Public Library.

Respectfully Submitted,

Karen Wildman,
Library Board Secretary