

**PEWAUKEE PUBLIC LIBRARY BOARD MEETING
BOARD OF TRUSTEES
Wednesday, June 21, 2017 MEETING MINUTES**

Agenda Item #1: The meeting of the Pewaukee Public Library Board was called to order at 6:36 PM by Laura Muchowski, who ran the meeting for Lisa Jansen who was unable to attend the meeting.

Members Present: Heather Gergen, Jeff Kara, Laura Muchowski, Leslie Miller and Karen Wildman.

Also Present: Library Director, Jennie Stoltz

Citizens Present: None.

Members Excused: Lisa Jansen (excused) and Dale Noll (excused).

Minutes taken by: Karen Wildman

Agenda Item # 2: Citizen Comments – none.

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

- a. Minutes of May 17, 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

Old Business:

Agenda Item #4: None.

New Business:

Agenda Item #5: Discussion and possible action on the election of the Board of Trustee Officers for 2017-2018. Jeff Kara moved to approve the following slate of Board of Trustees officers for 2017-2018: Dale Noll, President; Leslie Miller, Secretary; and Laura Muchowski, Treasurer. Heather Gergen seconded. Motion carried.

Agenda Item #6: Discussion and possible action on closing the library on July 3rd due to the resurfacing of the parking lot. Jennie will confirm with the contractor that the lot will be open in time for people to park for the 4th of July fireworks. Leslie Miller made a motion to approve closing the library on July 3rd for the resurfacing of the parking lot. Heather Gergen seconded. Motion carried.

Agenda Item #7: Discussion about the definition of a Library Program. A Library Program is initiated by Library Staff, it is selected, planned, publicized, and executed by Library Staff. A program that is initiated by members of the Friends of the Library, that is selected, planned, publicized, and executed by FOL members is a Friends Program. A program that is initiated by the Foundation board, which is selected, planned, publicized, and executed by the Foundation Board is a Foundation

program. Sometimes there can be co-sponsored programs between the different groups. No action taken.

Agenda Item #8: Discussion and possible action on the 2018 Pewaukee Public Library Budget – First Draft. The most significant increase is in health insurance since there are three employees who are either choosing to take health insurance who previously did not or who are going from single to family coverage. The increase is currently estimated at approximately \$35,911, assuming a 10% increase in health insurance costs (actual health insurance costs will not be received until the middle of August). No action taken.

Agenda Item #9: Discussion and possible action on the following policies:

- a. Replacement Costs for Lost or Damaged Materials – Heather Gergen moved to approve the changes to the Replacement Costs for Lost or Damaged Materials policy with the added “library edition” verbiage. Leslie Miller seconded. Motion carried.
- b. Displays and Exhibits – Jeff Kara moved to approve the changes to the Displays and Exhibits policy. Heather Gergen seconded. Motion carried.

Agenda Item #10: Governance #2 (Selecting nominating committee and elect officers) and Financial #5 (Work with both municipalities to define the format of the Library’s budget submission for capital expenses). No action taken.

Agenda Item #11: Trustee Essentials - #18 (Library Board Appointments & Composition) and #8 (Developing the Library Budget)

Agenda Item #12: Adjournment. Leslie Miller made a motion to adjourn the meeting at 8:22 PM. Jeff Kara seconded. Motion carried.

Our next meeting is scheduled for Wednesday, August 16, 2017 at 6:30 PM at the Pewaukee Public Library.

Respectfully Submitted,

Karen Wildman,
Library Board Secretary