PEWAUKEE PUBLIC LIBRARY BOARD MEETING
BOARD OF TRUSTEES
Wednesday, January 18, 2017 MEETING MINUTES

Agenda Item #1: The meeting of the Pewaukee Public Library Board was called to order at 6:33 PM by Library Board President Lisa Jansen.

Members Present: Lisa Jansen, Jeff Kara, Leslie Miller, Laura Muchowski, Dale Noll, Tom Calder, and Karen Wildman.
Also Present: Library Director, Jennie Stoltz and Chaz Schumacher, Pewaukee Village Clerk
Citizens present: Nadori Schumacher.
Minutes taken by: Karen Wildman

Members Excused: All members present.

Agenda Item # 2: Citizen Comments – none.

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

a. Minutes of December 15, 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 and 2016 Patron Circulation Report by Statistical Class
d. Director's Report

Old Business:

Agenda Item #4: Receive and file revised version of the 2017 Library Board goals as approved. No action taken.

New Business:

Agenda Item #5: Discussion and possible action officially granting designation of the Library as a polling location for the Village of Pewaukee for Wards 1 through 5.

Jennie informed the Board that Chaz Schumacher was present to answer any questions the Board may have. The first question was why was this necessary – answer, voting had been taking place at Queen of Apostles School which as closed. Jeff Kara noted his concerns about how this will be serving only the citizens of a portion of the village and could potentially cause access problems for all those who are not Pewaukee village residents who vote in Wards 1 through 5. Jennie and Chaz said that this is definitely going to be a test-run and the timing is ideal because there are only two elections this year, one very small and one smaller and that we can see how those go first to see if this is going to be problematic or not. If it is the Village will find a different location. Jennie and Chaz have discussed a few ideas for helping with potential parking problems such as having designated parking for library patrons only, having staff use street parking on election days, not scheduling any library programs on election days, and scheduling Staff Development Day on the day of Presidential elections so that the library is actually closed to the public on that day.

Leslie Miller made a motion to approve the Library as a polling location for the Village of Pewaukee for Wards 1 through 5. Tom Calder seconded. Motion carried. Jeff Kara was opposed.

__Agenda Items #6:__ Discussion and possible action on Resolution 2017-01 establishing 2017 Expenditures of Library Fund Balance for new Interior Lighting Time Management Panels/System.

Tom Calder made a motion to approve Resolution 2017-01 establishing 2017 Expenditures of Library Fund Balance for new Interior Lighting Time Management Panels/System, not to exceed $20,000. Jeff Kara seconded. Motion carried.

__Agenda Item #7:__ Receive and file 2017 Organizational Chart. No action taken.

__Agenda Item #8:__ Review Director Evaluation materials and set timeline. Laura and Leslie volunteered to oversee the director's evaluation process. The evaluation will take place at the March 15th board meeting. The evaluations will be mailed out on January 25th, the deadline for their return will be February 10th. No action taken.

__Agenda Item #9:__ Discussion and possible action on the 2017 Library Board calendar. Tabled.

__Agenda Item #10:__ Discussion and possible action on 2017 Director's goals. A few updates were made by Dale and Leslie which everyone agreed were excellent. Jeff Kara moved to approve the 2017 Director's goals. Laura Muchowski seconded. Motion carried.

__Agenda Item #11:__
Goals – Administrative #1 (Provide direction and guidance to the Library Director-
a. Perform an annual performance evaluation of the Library Director
b. Conduct b-annual review of Director's current goals and objectives
c. Develop goals and objectives for the Director's management of the Library and staff)
Governance #1 Develop annual Library Board calendar). No action taken.

__Agenda Item #12:__ Trustee Essential #1 (The Trustee Job Description) and #27 (Trustee Orientation and Continuing Education). No action taken.

__Agenda Item #13:__ Adjournment. Dale Noll made a motion to adjourn the meeting at 7:35 PM. Laura Muchowski seconded. Motion carried.

Our next meeting is scheduled for Wednesday, February 15, 2017 at 6:30 PM at the Pewaukee Public Library.

Respectfully Submitted,

Karen Wildman,
Library Board Secretary