PEWAUKEE PUBLIC LIBRARY BOARD MEETING
BOARD OF TRUSTEES
Wednesday, January 20, 2016 MEETING MINUTES

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

<u>Members Present:</u> Lisa Jansen, Laura Muchowski, Leslie Miller, Dale Noll, and Karen Wildman.
Also Present: Library Director, Jennie Stoltz
Citizens present: None
Minutes taken by: Karen Wildman

<u>Members Excused:</u> Tom Calder

<u>Agenda Item # 2:</u> Citizen Comments – none.

<u>Agenda Item #3:</u> Approval of Consent Agenda. Dale Noll moved to approve the Consent Agenda. Leslie Miller seconded. Motion carried.

a. Minutes of December 16, 2015 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 & Year-end Circulation Statistics Report
d. Director's Report

Old Business:

<u>Agenda Item # 4:</u> Discussion and possible action on the 2016 Board of Trustees Calendar. A draft version of calendar was distributed for review, tabled until the February meeting.

New Business:

<u>Agenda Item #5:</u> Discussion and possible action on Director's Goals for 2016. Dale Noll and Leslie Miller presented the goals to the board. Dale Noll made a motion to approve the goals with revisions. Laura Muchowski seconded. Motion carried.

<u>Agenda Item #6:</u> Receive and File 2016 Organizational Chart. No action taken.

<u>Agenda Item #7:</u> Review Director Evaluation materials and timeline. Laura Muchowski and Leslie Miller will serve on the Evaluation sub-committee. The list of individuals who will be sent evaluations (25 in total) was reviewed. Forms will be mailed out by February 1st with February 19th being the deadline to return forms. Forms will be returned directly to Laura Muchowski at her home address. The director evaluation will be in closed session on the March board meeting agenda.

<u>Agenda Item #8:</u> Administrative #1 (Provide direction and guidance to the Library Director:

a. Perform an annual performance evaluation of the Library Director
b. Conduct bi-annual review of Director's current goals and objectives
c. Develop goals & objectives for the Director's management of the Library and staff)

and Administrative #4 (Place a board goal on every BOT agenda to be discussed at the monthly
No action taken.

Agenda Item #10: Trustee Essentials #1 (The Trustee Job Description) and #6 (Evaluating the Director). No action taken.

Agenda Item #11: Adjournment. Dale Noll moved to adjourn at 7:45 PM. Laura Muchowski seconded. Motion carried.

Our next meeting is scheduled for Wednesday, February 17, 2016 at 6:30 PM at the Pewaukee Public Library.

Respectfully Submitted,

Karen Wildman,
Library Board Secretary