



**City of Waukesha**

**Meeting Minutes - Final**

**Library Board**

321 WISCONSIN AVENUE  
WAUKESHA, WISCONSIN  
53186-4786  
TELEPHONE  
262/524-3680 FAX  
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Thursday, September 12, 2024

4:45 PM

Library Board Room

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To Join Via Zoom: <https://us02web.zoom.us/j/85323625487?pwd=7Ki3baGD1I9hGZ9riNadNyaboU17Nb.1> Passcode: 704629

**Meeting called to order at 4:45 p.m.**

**Present** 7 - Melissa Baxter, Martha Ryan, Kevin Guilfooy, Erik Helgestad, Bonnie Byrd, Alicia Halvensleben, and Austin Dutter

**Absent** 3 - Sandra Ammerman, Betsy Forrest, and James Sebert

1. Call to Order
2. Public Comment
3. Approval of Meeting Minutes

[ID#24-10635](#)

**Attachments:** [8.8.24 Minutes](#)

**A motion was made by Baxter, seconded by Ryan, that the Minutes from August 8, 2024 be approved. The motion carried unanimously.**

4. Correspondence

[ID#24-10636](#)

**Attachments:** [Corespondence - Schaffer](#)  
[Correspondence - Feedback Childrens](#)  
[Correspondence - Feedback](#)  
[Correspondence - Marketing](#)  
[Correspondence - Public Art Committee RFP](#)  
[Correspondence - Voting at WPL](#)  
[Correspondence - Waukesha Reads](#)  
[Correspondence - National Library Card Month](#)

5. Bills

[ID#24-10637](#)

A motion was made by Helgestad, seconded by Kevin Guilfooy, that the Bills for September (\$79,423.81) be approved. The motion carried by the following votes:

**Aye** 7 - Melissa Baxter Martha Ryan Kevin Guilfooy Erik Helgestad Bonnie Byrd Alicia Halvensleben Austin Dutter

**Absent** 3 - Sandra Ammerman Betsy Forrest James Sebert

6. Financial Reports

[ID#24-10641](#)

A motion was made by Baxter, seconded by Guilfooy, that the Financial Report be approved. The motion carried by the following vote:

**Aye** 7 - Melissa Baxter Martha Ryan Kevin Guilfooy Erik Helgestad Bonnie Byrd Alicia Halvensleben Austin Dutter

**Absent** 3 - Sandra Ammerman Betsy Forrest James Sebert

7. New Business

[ID#24-10642](#) Board Education: Waukesha Reads

[ID#24-10645](#) Discussion/Action Regarding Policy B-3: Public Display and Exhibit Space

**Attachments:** [B-3 PUBLIC DISPLAY AND EXHIBIT SPACE](#)

A motion was made by Baxter, seconded by Guilfooy, that Policy B-3: Public Display and Exhibit Space item be approved. The motion carried unanimously.

[ID#24-10643](#) Discussion/Action Regarding Work From Home Pilot for Managers

**Attachments:** [Work From Home proposal](#)

A motion was made by Dutter, seconded by Guilfooy, that Work From Home Pilot for Managers be approved. The motion carried unanimously.

[ID#24-10644](#) Budget update

**Attachments:** [Operating Budget September 2024 Update](#)

A motion was made by Baxter, seconded by Guilfooy, that the budget update be approved. The motion carried by the following vote:

**Aye** 7 - Melissa Baxter Martha Ryan Kevin Guilfooy Erik Helgestad Bonnie Byrd Alicia Halvensleben Austin Dutter

**Absent** 3 - Sandra Ammerman Betsy Forrest James Sebert

[ID#24-10646](#) A motion may be made to convene in closed session pursuant to Wisconsin Statutes Sec. 19.85 (1) (c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility. The Board will discuss performance evaluation questionnaire for Library Director's annual evaluation.

**A motion was made by Baxter, seconded by Helgestad, that this Business item be moved to closed session. The motion carried unanimously.**

8. Reports

**A motion was made by Helgestad, seconded by Guilfooy, that the meeting reconvened to open session. The motion carried unanimously.**

- A. Library Board Committees: Building, Executive, Finance, Human Resources, Planning and Policy, Public Art, Ad hoc Fund Development
- B. Director's Report: Director Bruce Gay will provide a status update on Library activities and answer any questions

[ID#24-10649](#)

**Attachments:** [September Administrative Staff Report](#)

- C. Bridges Library System: Trustee Betsy Forrest will report on the most recent Bridges Board meeting
- D. Friends of the Library: Trustee Cynthia Deatrck will report on any meeting that has occurred since the date of the last meeting
- E. Communications to the Common Council

9. Adjournment

**The meeting adjourned at 5:39 p.m.**

NOTICE: A majority of Library Board members or Common Council members may be in attendance.

Library Board Members: Please notify the Library Office by 1:00 PM meeting day, if you are unable to attend this meeting.

NOTICE: Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible or that materials at the meeting be in an accessible format, please contact the Library Office, 48 hours prior to the meeting at 262-524-3694.