



City of Waukesha
Meeting Minutes - Final
Library Board

321 WISCONSIN AVENUE
WAUKESHA, WISCONSIN
53186-4786
TELEPHONE
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Thursday, December 11, 2025

4:45 PM

Library Board Room

To Join Via Zoom: <https://us02web.zoom.us/j/82655142616?pwd=1uaAAslzAsARrhxkoQ6GiosFmEz5J.1> Passcode: 623105

1. Call to Order

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

Present 8 - Martha Ryan, Kevin Guilfooy, Sandra Ammerman, Erik Helgestad, Betsy Forrest, Bonnie Byrd, James Sebert, and Alicia Halvensleben

Absent 3 - Melissa Baxter, Austin Dutter, and Megan Lach

2. Public Comment

3. Approval of Meeting Minutes

[ID#25-02621](#) Review and possible action on Minutes from the November 13, 2025 Board Meeting

Attachments: [MeetingMinutes17-Nov-2025-12-47-37](#)

A motion was made by Ald. Halvensleben, seconded by Ammerman, that the Minutes from the November 13, 2025 meeting be approved. The motion carried unanimously.

4. Correspondence

[ID#25-02626](#)

5. Bills

[ID#25-02632](#)

A motion was made by Helgestad, seconded by Ryan, that the bills for December (\$66,736.61) be approved. The motion carried by the following vote:

Aye 8 - Martha Ryan Kevin Guilfooy Sandra Ammerman Erik Helgestad Betsy Forrest Bonnie Byrd James Sebert Alicia Halvensleben

Absent 3 - Melissa Baxter Austin Dutter Megan Lach

6. Financial Reports

[ID#25-02640](#)

A motion was made by Sebert, seconded by Ammerman, that this Financial Report be approved. The motion carried by the following vote:

- Aye** 8 - Martha Ryan Kevin Guilfooy Sandra Ammerman Erik Helgestad Betsy Forrest Bonnie Byrd James Sebert Alicia Halvensleben
- Absent** 3 - Melissa Baxter Austin Dutter Megan Lach

7. New Business

[ID#25-02673](#) Board Education: Social Emotional Learning

[ID#25-02647](#) Matter of Report: Library Legislative Day

[ID#25-02660](#) Matter of report: Strategic Plan Update

Attachments: [Strategic Plan December 2025.pptx](#)

[ID#25-02664](#) Review and possible action on Agreement for Cafe Consulting Services

A motion was made by Ald. Halvensleben, seconded by Kevin Guilfooy, that the Agreement for Cafe Consulting Services be approved. The motion carried by the following vote:

- Aye** 8 - Martha Ryan Kevin Guilfooy Sandra Ammerman Erik Helgestad Betsy Forrest Bonnie Byrd James Sebert Alicia Halvensleben
- Absent** 3 - Melissa Baxter Austin Dutter Megan Lach

[ID#25-02665](#) Review and possible action on 2026 Library Director Goals

[ID#25-02666](#) Review and possible action on holiday changes recommendations

Attachments: [Holiday changes recommendations](#)

A motion was made by Ald. Halvensleben, seconded by Ryan, that the holiday changes recommendations be approved. The motion carried unanimously.

[PC25-0191](#) 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 Ald. Halvensleben, seconded by Byrd, to go into closed session. The motion carried unanimously.

[ID#25-02668](#) Following closed session, a motion will be made to reconvene in open session to consider possible action on matters discussed in closed session.

A motion was made by Ald. Halvensleben, seconded by Helgestad, to reconvene into open session. The motion carried unanimously.

A motion was made by Guilfooy, seconded by Ald. Halvensleben, to increase the Library Director's salary by 3.5%. The motion carried by the following vote:

Aye 8 - Martha Ryan Kevin Guilfooy Sandra Ammerman Erik Helgestad Betsy Forrest Bonnie Byrd James Sebert Alicia Halvensleben

Absent 3 - Melissa Baxter Austin Dutter Megan Lach

8. Reports

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

[PC25-0194](#)

Attachments: [December Staff Report](#)

C. Bridges Library System: Trustee Betsy Forrest will report on the most recent Bridges Board meeting

D. Friends of the Library: Trustee Erik Helgestad 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 6:02 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.