



City of Waukesha

Meeting Minutes - Draft

Library Board

321 WISCONSIN AVENUE
WAUKESHA, WISCONSIN
53186-4786
TELEPHONE
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Thursday, May 8, 2025

4:45 PM

Library Board Room

Zoom: <https://us02web.zoom.us/j/82655142616?pwd=1uaAAslzxAsARrhxkoQ6GiosFmEz5J.1>
Passcode: 623105

1. Call to Order

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

Present 9 - Melissa Baxter, Martha Ryan, Kevin Guilfooy, Erik Helgestad, Betsy Forrest, Bonnie Byrd, Austin Dutter, Megan Lach, and Alicia Halvensleben

Absent 2 - Sandra Ammerman, and James Sebert

2. Public Comment

3. Approval of Meeting Minutes

[ID#25-00699](#)

Attachments: [MeetingMinutes April 10 2025](#)

A motion was made by Martha Ryan, seconded by Erik Helgestad, that the Minutes from the April 10, 2025 meeting be approved. The motion carried unanimously.

4. Correspondence

5. Bills

[ID#25-00714](#)

A motion was made by Ald. Halvensleben, seconded by Baxter, that this Bills be approved. The motion carried by the following vote:

Aye 9 - Melissa Baxter Martha Ryan Kevin Guilfooy Erik Helgestad Betsy Forrest Bonnie Byrd Austin Dutter Megan Lach Alicia Halvensleben

Absent 2 - Sandra Ammerman James Sebert

6. Financial Reports

Present 10 - Melissa Baxter, Martha Ryan, Kevin Guilfooy, Erik Helgestad, Betsy Forrest, Bonnie Byrd, James Sebert, Austin Dutter, Megan Lach, and Alicia Halvensleben

Absent 1 - Sandra Ammerman

[ID#25-00718](#)

A motion was made by Melissa Baxter, seconded by Martha Ryan, that the financial report be approved. The motion passed by the following vote:

Aye 10 - Melissa Baxter Martha Ryan Kevin Guilfooy Erik Helgestad Betsy Forrest Bonnie Byrd James Sebert Austin Dutter Megan Lach Alicia Halvensleben

Absent 1 - Sandra Ammerman

7. New Business

[ID#25-00727](#) Board Education: New Collection

[ID#25-00736](#) 360 Tour of Waukesha Public Library

[ID#25-00746](#) Proclamation to Honor Terry Carpenter

A motion was made by Helgestad, seconded by Ald. Halvensleben, that the Proclamation to Honor Terry Carpenter be approved. The motion carried unanimously.

[ID#25-00777](#) Waukesha County Minimums to Exempt

Attachments: [Minimum to Exempt Standards Calculation 2025 for 2026 Budget](#)
[WK Board Letter for Standards 2025](#)

A motion was made by Kevin Guilfooy, seconded by Bonnie Byrd, that the Waukesha County Minimums to Exempt be approved. The motion carried unanimously.

[ID#25-00755](#) Strategic Plan Update

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

[ID#25-00762](#)

Attachments: [May 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 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 5:43 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.