



City of Waukesha
Meeting Minutes - Final
Library Board

321 WISCONSIN AVENUE
WAUKESHA, WISCONSIN
53186-4786
TELEPHONE
262/524-3680 FAX
262/524-3677

Thursday, June 12, 2025

4:45 PM

Library Board Room

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

1. Call to Order

Meeting called to order at 4:46 p.m.

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

Absent 3 - Melissa Baxter, Bonnie Byrd, and Megan Lach

2. Public Comment

3. Approval of Meeting Minutes

[ID#25-01041](#)

Attachments: [MeetingMinutes21-May-2025-10-59-17](#)

A motion was made by Ryan, seconded by Helgestad, that the Minutes from the May 8, 2025 meeting be approved. The motion carried unanimously.

4. Correspondence

[ID#25-01051](#)

Attachments: [Correspondence Bridges Summer Challenge](#)

[Correspondence Farmers Market](#)

[Correspondence Mental Health Awareness Month](#)

[Correspondence Spring Celebration](#)

5. Bills

[ID#25-01057](#)

A motion was made by Sebert, seconded by Ammerman, that the June bills (\$119,108.84) be approved. The motion passed by the following vote:

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

Absent 3 - Melissa Baxter Bonnie Byrd Megan Lach

6. Financial Reports

[ID#25-01060](#)

A motion was made by Guilfooy, seconded by Ald. Halvensleben, that the financial report be approved. The motion carried by the following vote:

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

Absent 3 - Melissa Baxter Bonnie Byrd Megan Lach

7. New Business

[ID#25-01069](#) Matter of Report: Board Education Summer Reading Program

[ID#25-01083](#) Matter of Report: Discovery Layer

[ID#25-01094](#) Matter of Report: Library Orientation Video

[ID#25-01122](#) Matter of Report: Fundraising committee meeting

[ID#25-01104](#) Review and possible action on Library Policy A-5 Use of Teen Zone

Attachments: [A-5 Use of Teen Zone 6.12.25](#)

A motion was made by Sebert, seconded by Ammerman, that Library Policy A-5 Use of Teen Zone be approved. The motion carried unanimously.

[ID#25-01113](#) Review and possible action on Library Policy C-4 Interlibrary Loan

Attachments: [C-4 Interlibrary Loan 6.12.25](#)

A motion was made by Helgestad, seconded by Guilfooy, that Library Policy C-4 Interlibrary Loan be approved. The motion carried unanimously.

[ID#25-01131](#) Review and possible action on Proposed 2026 Capital Improvement Plan

Attachments: [Capital Improvement Plan 2026 projects](#)

A motion was made by Ammerman, seconded by Ryan, that the 2026 Capital Improvement Plan be approved. The motion carried by the following vote:

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

Absent 3 - Melissa Baxter Bonnie Byrd 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

[ID#25-01138](#)

Attachments: [June 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 5:48 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.