



City of Waukesha
Meeting Minutes - Draft

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Library Board

Thursday, April 9, 2026

4:45 PM

Library Board Room

Zoom Log In Information: <https://us02web.zoom.us/j/82655142616?pwd=1uaAAsIzxAsARrhxkoQ6GiosFmEz5J.1> Passcode: 623105

1. Call to Order

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

Present 9 - Melissa Baxter, Sandra Ammerman, Erik Helgestad, Betsy Forrest, Bonnie Byrd, James Sebert, Austin Dutter, Megan Lach, and Alicia Halvensleben

Absent 2 - Martha Ryan, and Kevin Guilfof

2. Public Comment

3. Approval of Meeting Minutes

[ID#26-03297](#) Review and possible action on Minutes from the March 12, 2026 Board Meeting

Attachments: [MeetingMinutes12-Feb-2026-06-29-07](#)

A motion was made by Ald. Halvensleben, seconded by Sebert, that the Minutes from the March 12, 2026 meeting be approved. The motion carried unanimously.

4. Correspondence

5. Bills

[ID#26-03304](#)

A motion was made by Helgestad, seconded by Ammerman, that the bills for April (\$112,068.89) be approved. The motion carried by the following vote:

Aye 9 - Melissa Baxter Sandra Ammerman Erik Helgestad Betsy Forrest Bonnie Byrd James Sebert Austin Dutter Megan Lach Alicia Halvensleben

Absent 2 - Martha Ryan Kevin Guilfof

6. Financial Reports

[ID#26-03314](#)

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

Aye 9 - Melissa Baxter Sandra Ammerman Erik Helgestad Betsy Forrest Bonnie Byrd
James Sebert Austin Dutter Megan Lach Alicia Halvensleben

Absent 2 - Martha Ryan Kevin Guilfooy

7. New Business

[ID#26-03323](#) Board Education: Law Enforcement Visits to the Library

[ID#26-03332](#) Review and Possible Action on Allowable Costs for 2026

Attachments: [Allowable costs for 2026](#)

A motion was made by Baxter, seconded by Byrd, that Allowable Costs for 2026 be approved. The motion carried by the following vote:

Aye 9 - Melissa Baxter Sandra Ammerman Erik Helgestad Betsy Forrest Bonnie Byrd
James Sebert Austin Dutter Megan Lach Alicia Halvensleben

Absent 2 - Martha Ryan Kevin Guilfooy

[ID#26-03341](#) Review and Possible Action on Act 150 Waukesha County Library Plan Minimums to Exempt

Attachments: [Waukesha County Library Plan minimums to exempt changes](#)

A motion was made by Byrd, seconded by Ald. Halvensleben, that the Act 150 Waukesha County Library Plan Minimums to Exempt be approved. The motion carried unanimously.

[ID#26-03350](#) Review and Possible Action on Human Resources Policy C-3 Leaves of Absences

Attachments: [C3 Leaves of Absences 4-9-26](#)

A motion was made by Helgestad, seconded by Ammerman, that Human Resources Policy C-3 Leaves of Absences be approved. The motion carried unanimously.

[ID#26-03359](#) Review and Possible Action on Human Resources Policy C4 Benefits Election at Retirement

Attachments: [C4 Benefits Election at Retirement 4-9-26](#)

A motion was made by Byrd, seconded by Baxter, that Human Resources Policy C4 Benefits Election at Retirement be approved. The motion carried unanimously.

[ID#26-03368](#) Review and Possible Action C7 Employment Benefits

Attachments: [C7 Employment Benefits 4-9-26](#)

A motion was made by Ald. Halvensleben, seconded by Byrd, that Human Resources Policy C7 Employment Benefits item be approved with typo in header corrected. The motion carried unanimously.

[ID#26-03377](#) Review and Possible Action on Human Resources Policy D-2 Education and Training Reimbursement

Attachments: [D2 Education and Training Reimbursement 4-9-26](#)

A motion was made by Baxter, seconded by Ammerman, that Human Resources Policy D-2 Education and Training Reimbursement be approved. The motion carried unanimously.

[ID#26-03386](#) Review and Possible Action on Human Resources Policy G-2 Commemorative Awards

Attachments: [G2 Commemorative Awards 4-9-26](#)

A motion was made by Sebert, seconded by Baxter, that Human Resources Policy G-2 Commemorative Awards be approved. The motion carried unanimously.

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#26-03391](#)

Attachments: [April 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 5:24 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.