



# 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, April 10, 2025

4:45 PM

Library Board Room

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Zoom Information: [https://us02web.zoom.us/j/82655142616?](https://us02web.zoom.us/j/82655142616?pwd=1uaAAslzxAsARrhxkoQ6GiosFmEz5J.1)  
pwd=1uaAAslzxAsARrhxkoQ6GiosFmEz5J.1 Passcode: 623105

#### 1. Call to Order

**Meeting was called to order at 4:44 p.m.**

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

**Absent** 1 - James Sebert

#### 2. Public Comment

#### 3. Approval of Meeting Minutes

A motion was made by Martha Ryan, seconded by Melissa Baxter, that the minutes from the March 13, 2025 meeting be approved. The motion carried unanimously.

[ID#25-00574](#)

**Attachments:** [MeetingMinutes17-Mar-2025-10-51-30](#)

#### 4. Correspondence

[ID#25-00575](#)

**Attachments:** [Correspondence - Letter to the Editor](#)

[Correspondence - Election](#)

[Correspondence - Hello Saturday](#)

[Correspondence - Hello Saturday2](#)

[Correspondence - Hello Saturday3](#)

[Correspondence - Hello Saturday4](#)

#### 5. Bills

A motion was made by Ald. Alicia Halvensleben, seconded by Megan Lach, that the Bills for April (\$259,872.32) be approved. The motion passed by the following vote:

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

**Absent** 1 - James Sebert

[ID#25-00576](#)

## 6. Financial Reports

**A motion was made by Sandra Ammerman, seconded by Erik Helgestad, that the Financial Reports be approved. The motion carried by the following vote:**

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

**Absent** 1 - James Sebert

[ID#25-00578](#)

## 7. New Business

[ID#25-00582](#) Board Education: Book Bike

[ID#25-00579](#) National Library Week Proclamation

[ID#25-00580](#) Allowable Costs

**Attachments:** [Waukesha - Allowable Costs Form for 2026 Budget - prepopulated](#)

**A motion was made by Baxter, seconded by Ald. Halvensleben, that this Business item be approved. The motion carried unanimously.**

[ID#25-00583](#) Teen Summer Internship Grant

**A motion was made by Ammerman, seconded by Helgestad, that the Teen Summer Internship Grant monies be accepted. The motion carried unanimously.**

[ID#25-00581](#) IMLS Potential Changes

**Attachments:** [DPI IMLS article](#)  
[Kenosha IMLS blog post](#)  
[IMLS letter](#)

**A motion was made by Ald. Halvensleben, seconded by Lach, that a letter regarding IMLS funding changes be sent to federal legislators. 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#25-00597](#)

**Attachments:** [April 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 5:27 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.