



City of Waukesha

Meeting Minutes - Draft

Library Board

321 WISCONSIN AVENUE
WAUKESHA, WISCONSIN
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TELEPHONE
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Thursday, August 14, 2025

4:45 PM

Library Board Room

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

1. Call to Order

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

Present 8 - Melissa Baxter, Martha Ryan, Sandra Ammerman, Erik Helgestad, Betsy Forrest, Bonnie Byrd, James Sebert, and Austin Dutter

Absent 3 - Kevin Guilfooy, Megan Lach, and Alicia Halvensleben

2. Public Comment

3. Approval of Meeting Minutes

[ID#25-01899](#) Review and possible action on Minutes from the June 12, 2025 Library Board Meeting

Attachments: [MeetingMinutes12-Jun-2025-06-44-22](#)

A motion was made by Sebert, seconded by Ryan, that the Minutes from the June 12, 2025 Library Board Meeting be approved. The motion carried unanimously.

4. Correspondence

[ID#25-01962](#)

Attachments: [Correspondence - Bridges Public Libraries 620WTMJ](#)
[Correspondence - Bridges Public Libraries Freeman](#)
[Correspondence - Bridges Public Libraries](#)
[Correspondence - Rep. Scott Fitzgerald](#)
[Correspondence - Sen. Tammy Baldwin](#)
[Correspondence - Waukesha Reads Final](#)
[Correspondence - Literacy City Watertown](#)

5. Bills

[ID#25-01904](#)

A motion was made by Baxter, seconded by Ammerman, that the bills for July (\$87,156.63 be approved). The motion passed unanimously by the following vote:

A motion was made by Helgestad, seconded by Baxter, that the bills for August (\$60,584.83 be approved). The motion passed unanimously by the following vote:

Aye 8 - Melissa Baxter Martha Ryan Sandra Ammerman Erik Helgestad Betsy Forrest
Bonnie Byrd James Sebert Austin Dutter

Absent 3 - Kevin Guilfooy Megan Lach Alicia Halvensleben

6. Financial Reports

[ID#25-01912](#)

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

Aye 8 - Melissa Baxter Martha Ryan Sandra Ammerman Erik Helgestad Betsy Forrest
Bonnie Byrd James Sebert Austin Dutter

Absent 3 - Kevin Guilfooy Megan Lach Alicia Halvensleben

7. New Business

[ID#25-01891](#) Review and possible action on Community Improvement Plan

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

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

Aye 8 - Melissa Baxter Martha Ryan Sandra Ammerman Erik Helgestad Betsy Forrest
Bonnie Byrd James Sebert Austin Dutter

Absent 3 - Kevin Guilfooy Megan Lach Alicia Halvensleben

[ID#25-01929](#) Review and possible action on Budget: Operating

Attachments: [2026 Operating Budget planning](#)

A motion was made by Helgestad, seconded by Baxter, that the Operating Budget Proposal be approved in concept. The motion carried by the following vote:

Aye 8 - Melissa Baxter Martha Ryan Sandra Ammerman Erik Helgestad Betsy Forrest
Bonnie Byrd James Sebert Austin Dutter

Absent 3 - Kevin Guilfooy Megan Lach Alicia Halvensleben

[ID#25-01938](#) Matter of report on New Makerspace Logo

Attachments: [Studio321-Logo_FullColor](#)

[ID#25-01947](#) Review and possible action on Service Standards

Attachments: [WPL Service Standards](#)

A motion was made by Ammerman, seconded by Baxter, that the Service Standards be approved. The motion carried unanimously.

[ID#25-01852](#) Review and possible action on extended absence request

A motion was made by Helgestad, seconded by Baxter, that the extended absence request be approved. The motion carried unanimously.

[ID#25-01826](#) Review and possible action on Summer Intern Position

Attachments: [Summer Intern Job Description](#)

A motion was made by Ammerman, seconded by Baxter, that the Summer Intern Position item be approved. The motion carried unanimously.

[ID#25-01835](#) Review and possible action on Security Guard position

Attachments: [Library Security Service revisions](#)
[Security Guard-Library 08-14-25](#)

A motion was made by Sebert, seconded by Baxter, that the Security Guard position be approved. The motion carried unanimously.

[ID#25-01844](#) Review and possible action on Public Services Library Associate regrade

Attachments: [Public Service staff reclassification](#)

A motion was made by Baxter, seconded by Helgestad, that the Public Services Library Associate regrade be approved. The motion carried unanimously.

[ID#25-02002](#) Review and possible action on Library Associate Job Description

Attachments: [Library Associate](#)

A motion was made by Helgestad, seconded by Baxter, that the Library Associate Job Description be approved. The motion carried unanimously.

[ID#25-02011](#) Review and possible action on Library Assistant Job Description

Attachments: [Library Assistant](#)

A motion was made by Ammerman, seconded by Baxter, that the Library Assistant Job Description be approved. The motion carried unanimously.

[ID#25-01988](#) Review and possible action on Makerspace Coordinator Job Description

Attachments: [Makerspace Coordinator](#)

A motion was made by Baxter, seconded by Ammerman, that the Makerspace Coordinator Job Description be approved. The motion carried unanimously.

[ID#25-01863](#) Review and possible action on Marketing and Communications Manager Job Description

Attachments: [Marketing and Communications Manager](#)

A motion was made by Sebert, seconded by Baxter, that the Marketing and Communications Manager Job Description be approved. The motion carried unanimously.

[ID#25-01864](#) Review and possible action on Materials Collection Services Manager Job Description

Attachments: [Materials Collection Services Manager 12-10-20](#)

A motion was made by Ammerman, seconded by Baxter, that the Materials Collection Services Manager Job Description be approved. The motion carried unanimously.

[ID#25-01861](#) Review and possible action on Page/Shelver Job Description

Attachments: [Page Shelver](#)

A motion was made by Helgestad, seconded by Baxter, that the Page/Shelver Job Description be approved. The motion carried unanimously.

[ID#25-01862](#) Review and possible action on Special Projects Coordinator Job Description

Attachments: [Special Projects Coordinator](#)

A motion was made by Ammerman, seconded by Baxter, that the Special Projects Coordinator Job Description be approved. The motion carried unanimously.

[ID#25-01979](#) Review and possible action on Technology Manager Job Description

Attachments: [Technology Manager](#)

A motion was made by Baxter, seconded by Helgestad, that the Technology Manager Job Description 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#25-01918](#)

Attachments: [July-August 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

10. Adjournment

The meeting adjourned at 5:45 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.