

MINUTES
Waukesha Public Library Board Meeting
Thursday, July 14, 2022 4:45 PM
Library Board Room
In-Person and Virtual Zoom Meeting

DRAFT

Trustees Present: S. Ammerman, C. Deatrick, B. Forrest, A. Helvensleben, E. Helgestad, P. Kasproicz, M. Baxter, J. Sebert, and M. Ryan

Trustees Absent: B. Byrd, and K. Guifoy

Others Present: Library Director B. Gay, Technology Manager J. Klima, Public Services Manager T. Lyons, Material Collections Manager C. Peil, and Financial Analyst C. Braun

1. Call to order

Trustee Kasproicz convened the meeting at 4:46 PM.

2. Public Comments

There were no public comments.

3. Approval of the minutes for June 9, 2022

Trustee Forrest moved to approve the Library Board minutes for June 9, 2022 as presented. Trustee Ammerman seconded; motion carried unanimously. Trustee Sebert abstained.

4. Correspondence.

5. Bills

a. Approval of the July 2022 bills

Trustee Baxter moved to approve the July 2022 bills for \$159,247.69. Trustee Deatrick seconded; motion carried with a unanimous roll call vote.

6. Financial Reports

a. Approval of the financial reports for July 2022

Trustee Helvensleben moved to approve the July 2022 financial statements as presented. Trustee Forrest seconded; motion carried with a unanimous roll call vote.

7. Old Business

a. Capital Campaign update

b. First floor renovation update

8. New Business

a. Board Officer Election

Trustee Kasproicz stated that Trustee Forrest is willing to serve as Vice President, Trustee Ryan as Secretary and himself as President for one year. He asked if there were any other nominations. Hearing none and absent any objections, the slate of officers was accepted by acclamation.

b. Action/discussion Amy Riebel Resolution

Trustee Baxter moved to approve the resolution for Amy Riebel. Trustee Deatrick seconded; motion carried unanimously.

c. Discussion 2023 Budget

- d. Action/discussion on the Materials Selection Policy D-1**
Trustee Baxter moved to approve the Materials Selection Policy D-1 as presented.
Trustee Forrest seconded; motion carried unanimously.
- e. Action/discussion on the Library Associate Job Description**
Trustee Ammerman moved to approve the Library Associate job description as presented. Trustee Forrest seconded; motion carried unanimously.
- f. Action/discussion on the Public Services Manager Job Description**
Trustee Deatrick moved to approve the Public Services Manager job description as presented. Trustee Helvensleben seconded; motion carried unanimously.
- g. Action/discussion on the Waukesha County Library Standards Certification**
Trustee Baxter moved to approve the Waukesha County Library Standards Certification. Trustee Forrest seconded; motion carried unanimously.
- h. Trustee Ammerman moved to convene in closed session pursuant to Wisconsin Statutes Sec. 19.85 (1) (c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility. The Library Board will discuss an employee's extended leave request. Trustee Ryan seconded; motion carried with a unanimous roll call vote. (J. Klima, T. Lyons, C. Peil, and C. Braun left the meeting)**
- i. Following closed session, Trustee Forrest moved to reconvene in open session to consider possible action on matters discussed in closed session. Trustee Baxter seconded; motion carried with a unanimous roll call vote.**
Trustee Ammerman moved to approve an employee's request for extended leave.
Trustee Baxter seconded; motion carried unanimously.

9. Reports

- a. Library Board Committees: Building, Executive, Finance, Human Resources, Planning & Policy, Public Art, Ad hoc Fund Development.**
- b. Director's Report**
- c. Bridges Library System**
- d. Friends of the Library**
- e. Communication to the Council**

10. Adjournment

Absent any objections, the meeting adjourned at 5:37 PM.

Prepared by C Braun Approved: