



**City of Waukesha**  
**Meeting Minutes - Draft**

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

**Library Board**

---

Thursday, February 12, 2026

4:45 PM

Library Board Room

---

To Join Via Zoom: <https://us02web.zoom.us/j/82655142616?pwd=1uaAAslzAsARrhxkoQ6GiosFmEz5J.1> Passcode: 623105

1. Call to Order

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

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

**Absent** 2 - Kevin Guilfooy, and Betsy Forrest

2. Public Comment

3. Approval of Meeting Minutes

[ID#26-02949](#) Review and possible action on Minutes from the January 8, 2026 Board Meeting

**Attachments:** [MeetingMinutes09-Jan-2026-12-40-36](#)

**A motion was made by Ryan, seconded by Baxter, that the Minutes from the January 8, 2026 meeting be approved. The motion carried unanimously.**

4. Correspondence

[ID#26-02955](#)

- Attachments:** [Carnegie Foundation award letter](#)  
[Correspondence - Carnegie](#)  
[Correspondence - Janboree 2](#)  
[Correspondence - Janboree 3](#)  
[Correspondence - Janboree Cold Weather](#)  
[Correspondence - Janboree](#)  
[Correspondence - Memory Cafe Jefferson County Union](#)  
[Correspondence - Memory Cafe Watertown](#)  
[Correspondence - Memory Cafe](#)  
[Correspondence - Most Checked Out Titles](#)  
[Correspondence - Police Ride Along](#)

5. Bills

[ID#26-02961](#)

**A motion was made by Ammerman, seconded by Dutter, that the bills for February (\$43,827.84) be approved. The motion carried by the following vote:**

**Aye** 8 - Melissa Baxter Martha Ryan Sandra Ammerman Erik Helgestad Bonnie Byrd Austin Dutter Megan Lach Alicia Halvensleben

**Not Present** 1 - James Sebert

**Absent** 2 - Kevin Guilfooy Betsy Forrest

6. Financial Reports

[ID#26-02971](#)

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

**Aye** 8 - Melissa Baxter Martha Ryan Sandra Ammerman Erik Helgestad Bonnie Byrd Austin Dutter Megan Lach Alicia Halvensleben

**Not Present** 1 - James Sebert

**Absent** 2 - Kevin Guilfooy Betsy Forrest

7. New Business

[ID#26-02983](#) Review and possible action on the 2025 Annual Report

**Attachments:** [843 fund report to include with report 2025](#)

**A motion was made by Baxter, seconded by Lach, that the 2025 Annual Report be approved. The motion carried unanimously.**

[ID#26-02982](#) Matter of report 2025 Waukesha County Community Foundation Statements

- Attachments:** [WCCF-December Hist. Bequest Fund](#)  
[WCCF-December Waukesha Reads Fund](#)  
[WCCF--December Library Fund](#)

[ID#26-02989](#) Review and Possible Action on a request for \$23,000 from the Waukesha County Community Foundation Endowment Fund to support exploration of Children's expansion.

- Attachments:** [WPL Children's Area Refresh Expanded 2-4-26](#)

A motion was made by Helgestad, seconded by Byrd, that a request for \$23,000 from the Waukesha County Community Foundation Endowment Fund to support exploration of Children's expansion be approved. The motion carried by the following vote:

- Aye** 8 - Martha Ryan Sandra Ammerman Erik Helgestad Bonnie Byrd James Sebert Austin Dutter Megan Lach Alicia Halvensleben
- Absent** 2 - Kevin Guilfooy Betsy Forrest
- Abstain** 1 - Melissa Baxter

[ID#26-02990](#) Review and Possible Action on the Minimums to exempt for 2027-2031 Waukesha County Library Services Plan

- Attachments:** [Memo to Waukesha County Library Boards RE Standards Endorsement](#)  
[Waukesha County Library Plan 2027-2031 - DRAFT 4](#)

A motion was made by Baxter, seconded by Sebert, that the Minimums to exempt for 2027-2031 Waukesha County Library Services Plan be approved. The motion carried unanimously.

[ID#26-02991](#) Review and Possible Action on 2025 Budget Carry Over Requests

- Attachments:** [Copy of Budget Carryover Request Form children grant 2025](#)  
[Copy of Budget Carryover Request Form waukesha reads grant 2025](#)

A motion was made by Ammerman, seconded by Dutter, that both 2025 Budget Carry Over Requests be approved. The motion carried by the following vote:

- Aye** 9 - Melissa Baxter Martha Ryan Sandra Ammerman Erik Helgestad Bonnie Byrd James Sebert Austin Dutter Megan Lach Alicia Halvensleben
- Absent** 2 - Kevin Guilfooy Betsy Forrest

[ID#26-02987](#) Matter of Report: 2025 Employee Engagement Survey Results

**Attachments:** [Employee Engagement--library response](#)  
[Engagement Survey\\_Library](#)

[ID#26-02986](#) Matter of Report: Succession Planning Efforts

**Attachments:** [Succession Planning progress](#)

[ID#26-02985](#) Matter of Report Board of Trustees Committee Assignments

**Attachments:** [2026 Library Committees](#)

[ID#26-02988](#) Matter of Report: Board Strengths Assessment

## 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#26-02994](#)

**Attachments:** [February 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 5:29 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.