



City of Waukesha

Meeting Minutes - Draft

Library Board

321 WISCONSIN AVENUE
WAUKESHA, WISCONSIN
53186-4786
TELEPHONE
262/524-3680 FAX
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Thursday, November 13, 2025

4:45 PM

Library Board Room

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

Meeting ID: 826 5514 2616

1. Call to Order

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

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

Absent 1 - Erik Helgestad

2. Public Comment

3. Approval of Meeting Minutes

[ID#25-02474](#) Review and possible action on Minutes from the October 8, 2025 Board Meeting

Attachments: [MeetingMinutes09-Oct-2025-06-53-48](#)

A motion was made by Ammerman, seconded by Guilfooy, that the Minutes from the October 8, 2025 Library Board Meeting be approved. The motion carried unanimously.

4. Correspondence

[ID#25-02480](#)

Attachments: [Correspondence - LTE](#)
[Correspondence - WK Reads](#)

5. Bills

A motion was made by Guilfooy, seconded by Bonnie Byrd, that the bills for November (\$88,944.68) be approved. The motion carried by the following vote:

Aye 9 - Melissa Baxter Martha Ryan Kevin Guilfooy Sandra Ammerman Betsy Forrest
Bonnie Byrd Austin Dutter Megan Lach Alicia Halvensleben

Not Present 1 - James Sebert

Absent 1 - Erik Helgestad

6. Financial Reports

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

Aye 9 - Melissa Baxter Martha Ryan Kevin Guilfooy Sandra Ammerman Betsy Forrest
Bonnie Byrd Austin Dutter Megan Lach Alicia Halvensleben

Not Present 1 - James Sebert

Absent 1 - Erik Helgestad

7. New Business

[ID#25-02484](#) Board Education: Waukesha Reads 2025

[ID#25-02485](#) Matter of report on Waukesha County Community Foundation Waukesha Public Library Funds

Attachments: [Library WCCF activity](#)

[ID#25-02525](#) Matter of report Carnegie Foundation gift

Attachments: [Carnegie Gift](#)

[ID#25-02486](#) Matter of report Children's renovation project

[ID#25-02487](#) Review and possible action on agreement for Cafe Office Space 2026

Attachments: [Agreement for CAFÉ Office Space 2026](#)

A motion was made by Halvensleben, seconded by Lach, that this Business item be approved. The motion carried by the following vote:

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

Absent 1 - Erik Helgestad

[ID#25-02489](#) Review and possible action on agreement for Resource Library Services.

Attachments: [Agreement for Resource Library Services 2026](#)

A motion was made by Halvensleben, seconded by Byrd, that this Business item be approved. The motion carried by the following vote:

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

Absent 1 - Erik Helgestad

[ID#25-02488](#) Review and possible action on 2026 Annual Addendum to the Bridges Library System

Attachments: [2026 Annual Addendum WK](#)

A motion was made by Sebert, seconded by Lach, that this Business item be approved. The motion carried by the following vote:

Aye 10 - Melissa Baxter Martha Ryan Kevin Guilfoy Sandra Ammerman Betsy Forrest
Bonnie Byrd James Sebert Austin Dutter Megan Lach Alicia Halvensleben

Absent 1 - Erik Helgestad

[ID#25-02491](#) Review and possible action on Director's 2026 goals

Attachments: [Draft Director 2026 Goals](#)

[ID#25-02492](#) Review and possible action on City Budget

[ID#25-02493](#) A motion may be made 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 Board will discuss performance evaluation questionnaire for Library Director's annual evaluation

A motion was made by Halvensleben, seconded by Guilfoy, to convene into closed session. The motion carried unanimously.

[ID#25-02494](#) Following closed session, a motion will be made to reconvene in open session to consider possible action on matters discussed in closed session.

A motion was made by Halvensleben, seconded by Byrd, to reconvene into open session. 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#25-02495](#)

Attachments: [November 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 5:59 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.