



City of Waukesha
Meeting Minutes - Draft

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Library Board

Thursday, January 8, 2026

4:45 PM

Library Board Room

To Join Via Zoom: <https://us02web.zoom.us/j/82655142616?pwd=1uaAAslzxAsARrhxkoQ6GiosFmEz5J.1> Passcode: 623105

1. Call to Order

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

Present 11 - Melissa Baxter, Martha Ryan, Kevin Guilfooy, Sandra Ammerman, Erik Helgestad, Betsy Forrest, Bonnie Byrd, James Sebert, Austin Dutter, Megan Lach, and Alicia Halvensleben

2. Public Comment

3. Approval of Meeting Minutes

A motion was made by Sebert, seconded by Ryan, that the Minutes from the December 11, 2025 meeting be approved. The motion carried unanimously.

[ID#25-02724](#) Review and possible action on Minutes from the December 11, 2025 Board Meeting

Attachments: [MeetingMinutes12-Dec-2025-09-14-21](#)

4. Correspondence

[ID#25-02729](#)

Attachments: [Correspondence Lynn Gaffey](#)

[Correspondence Tax Bills](#)

5. Bills

[ID#25-02735](#)

A motion was made by Ammerman, seconded by Helgestad, that the bills for January (\$97,311.33) be approved. The motion carried by the following vote:

Aye 11 - Melissa Baxter Martha Ryan Kevin Guilfooy Sandra Ammerman Erik Helgestad Betsy Forrest Bonnie Byrd James Sebert Austin Dutter Megan Lach Alicia Halvensleben

6. Financial Reports

[ID#25-02745](#)

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

Aye 11 - Melissa Baxter Martha Ryan Kevin Guilfoy Sandra Ammerman Erik Helgestad Betsy Forrest Bonnie Byrd James Sebert Austin Dutter Megan Lach Alicia Halvensleben

7. New Business

[ID#25-02754](#) Board Education: Year Round Reading Program

[ID#25-02779](#) Review and possible action on 2026 Library Director Goals

Attachments: [Revised Director 2026 Goals](#)

A motion was made by Kevin Guilfoy, seconded by Ald. Halvensleben, that the 2026 Library Director Goals be approved. The motion carried unanimously.

[ID#25-02803](#) Matter of report 2026 Strategic Plan Goals

Attachments: [Strategic Plan January 2026](#)

[ID#25-02761](#) Matter of Report: 2026 Staff Compensation Results

Attachments: [2026 Staff Compensation results](#)

[ID#25-02770](#) Review and possible action on position retitle

Attachments: [Position retitle request](#)

A motion was made by Byrd, seconded by Baxter, that the position retitle be approved. The motion carried unanimously.

[ID#25-02794](#) Matter of report Act 150 efforts

Attachments: [Act 150 FAQs](#)

[ID#26-02842](#) Review and possible action on Human Resources Policy C-1 Holidays

Attachments: [C-1 HOLIDAYS 2025-2026](#)

A motion was made by Helgestad, seconded by Kevin Guilfoy, that Human Resources Policy C-1 Holidays be approved. The motion carried unanimously.

[ID#25-02785](#) Review and possible action on Memorandum of Understanding between the Friends of Waukesha Public Library and Waukesha Public Library

Attachments: [MOU - Friends and WPL](#)

A motion was made by Helgestad, seconded by Ammerman, that the Memorandum of Understanding between the Friends of Waukesha Public Library and Waukesha Public Library Board of Trustees be approved. The motion carried unanimously.

[ID#25-02812](#) Review and possible action on committee assignments

Attachments: [2025 Library Committees](#)

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#25-02818](#)

Attachments: [January 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 5:38 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.