



City of Waukesha
Meeting Minutes - Draft
Library Board

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Thursday, March 12, 2026

4:45 PM

Library Board Room

Zoom Log In Information: [https://us02web.zoom.us/j/82655142616?](https://us02web.zoom.us/j/82655142616?pwd=1uaAAslzAsARrhxkoQ6GiosFmEz5J.1)
pwd=1uaAAslzAsARrhxkoQ6GiosFmEz5J.1 Passcode: 623105

1. Call to Order

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

Present 8 - Melissa Baxter, Sandra Ammerman, Erik Helgestad, Betsy Forrest, James Sebert, Austin Dutter, Megan Lach, and Alicia Halvensleben

Absent 3 - Martha Ryan, Kevin Guilfooy, and Bonnie Byrd

2. Public Comment

3. Approval of Meeting Minutes

[ID#26-03096](#) Minutes for the February 12, 2026 Board Meeting

Attachments: [MeetingMinutes12-Feb-2026-06-29-07](#)

A motion was made by Baxter, seconded by Ald. Halvensleben, that the Minutes from February 12, 2026 be approved. The motion carried unanimously.

4. Correspondence

[ID#26-03097](#)

Attachments: [Correspondence - City Survey](#)

[Correspondence - Whats On Tap](#)

[Milwaukee Magazine Carnegie Library article](#)

5. Bills

[ID#26-03098](#)

A motion was made by Helgestad, seconded by Lach, that the bills for March (\$88,484.65) be approved. The motion carried by the following vote:

Aye 8 - Melissa Baxter Sandra Ammerman Erik Helgestad Betsy Forrest James Sebert Austin Dutter Megan Lach Alicia Halvensleben

Absent 3 - Martha Ryan Kevin Guilfooy Bonnie Byrd

6. Financial Reports

[ID#26-03099](#)

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

Aye 8 - Melissa Baxter Sandra Ammerman Erik Helgestad Betsy Forrest James Sebert
Austin Dutter Megan Lach Alicia Halvensleben

Absent 3 - Martha Ryan Kevin Guilfooy Bonnie Byrd

7. New Business

[ID#26-03100](#) Board Education: Marketing

[ID#26-03101](#) Matter of report on Act 150

Attachments: [Waukesha County Library Plan update](#)

[ID#26-03137](#) Matter of report on Library staff responsibilities with law enforcement.

[ID#26-03102](#) Matter of report on Children's expansion efforts

[ID#26-03103](#) Matter of Report 2025 Annual Report

Attachments: [AnnualReport-2025-FINAL](#)

[ID#26-03131](#) Review and Possible Action on Library Leadership Organization Chart

Attachments: [WPL Organizational Structure 03-12-26](#)

A motion was made by Ald. Halvensleben, seconded by Lach, that this Business item be approved with the addition of Building Operations being added to the Assistant Director description. 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#26-03136](#)

Attachments: [March 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 5:33 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.