



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

321 WISCONSIN AVENUE  
WAUKESHA, WISCONSIN  
53186-4786  
TELEPHONE  
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Thursday, May 14, 2026

4:45 PM

Library Board Room

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To Log In 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** 10 - Melissa Baxter, Martha Ryan, Kevin Guilfooy, Sandra Ammerman, Erik Helgestad, Betsy Forrest, Bonnie Byrd, James Sebert, Austin Dutter, and Megan Lach

2. Public Comment

3. Approval of Meeting Minutes

[ID#26-03612](#) Review and possible action on Minutes from the April 9, 2026 Board Meeting

**Attachments:** [MeetingMinutes09-Apr-2026-06-20-01](#)

**A motion was made by Baxter, seconded by Lach, that the Minutes from the April 9, 2026 meetings be approved. The motion carried unanimously.**

4. Correspondence

[ID#26-03617](#)

**Attachments:** [Correspondence - National Library Week](#)

[Election Day voters head to the polls in Waukesha](#)

[Election1](#)

[Election2](#)

5. Bills

[ID#26-03618](#)

**A motion was made by Sebert, seconded by Lach, that the bills for May (\$224,775.05) be approved. The motion carried by the following vote:**

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

## 6. Financial Reports

[ID#26-03619](#)

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

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

## 7. New Business

[ID#26-03620](#) Board Education: Hold Shelf

[ID#26-03623](#) Matter of Report Strategic Plan Update

[ID#26-03621](#) Matter of Report City of Waukesha Program Inventory Review

**Attachments:** [City Program Inventory description](#)

[ID#26-03633](#) Review and possible action on Waukesha County Minimums to Exempt

**A motion was made by Baxter, seconded by Sebert, that the Waukesha County Minimums to Exempt be approved. The motion carried unanimously.**

[ID#26-03622](#) Matter of Report Children's Expansion Update

## 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#26-03624](#)

**Attachments:** [May 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 5:56 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.