



# 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, September 11, 2025

4:45 PM

Library Board Room

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Zoom Information: [https://us02web.zoom.us/j/82655142616?](https://us02web.zoom.us/j/82655142616?pwd=1uaAAslzxAsARhxkoQ6GiosFmEz5J.1)  
pwd=1uaAAslzxAsARhxkoQ6GiosFmEz5J.1 Passcode: 623105

#### 1. Call to Order

**Meeting was called to order at 4:49 p.m.**

**Present** 8 - Martha Ryan, Kevin Guilfooy, Erik Helgestad, Betsy Forrest, Bonnie Byrd, James Sebert, Megan Lach, and Alicia Halvensleben

**Absent** 3 - Melissa Baxter, Sandra Ammerman, and Austin Dutter

#### 2. Public Comment

#### 3. Approval of Meeting Minutes

**A motion was made by Sebert, seconded by Halvensleben, that the Minutes from the August 14, 2025 Library Board Meeting be adopted. The motion carried unanimously.**

[ID#25-02100](#) Review and possible action on Minutes from the August 14, 2025 Library Board Meeting

**Attachments:** [MeetingMinutes15-Aug-2025-10-05-23](#)

#### 4. Correspondence

#### 5. Bills

[ID#25-02106](#)

**A motion was made by Halvensleben, seconded by Lach, that the bills for September (\$67,575.67) be approved. The motion carried by the following vote:**

**Aye** 7 - Martha Ryan Kevin Guilfooy Betsy Forrest Bonnie Byrd James Sebert Megan Lach  
Alicia Halvensleben

**Not Present** 1 - Erik Helgestad

**Absent** 3 - Melissa Baxter Sandra Ammerman Austin Dutter

#### 6. Financial Reports

[ID#25-02115](#)

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

**Aye** 7 - Martha Ryan Kevin Guilfooy Betsy Forrest Bonnie Byrd James Sebert Megan Lach  
Alicia Halvensleben

**Not Present** 1 - Erik Helgestad

**Absent** 3 - Melissa Baxter Sandra Ammerman Austin Dutter

## 7. New Business

[ID#25-02123](#) Board Education: Waukesha Reads 2025

[ID#25-02124](#) Review and possible action on Public Services Manager Job Description

**Attachments:** [Public Services Manager 07-24-25](#)

**A motion was made by Ald. Halvensleben, seconded by Lach, that this Business item be approved. The motion carried unanimously.**

[ID#25-02125](#) Review and possible action on 2026 Library Budget

**Attachments:** [2026 Operating Budget overview](#)  
[Library 2026 Requested Operating Budget without personnel](#)

[ID#25-02119](#) Matter of report on Endowment 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#25-02141](#)

**Attachments:** [September 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 5:36 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.